



Change of Class Timetable Request Form

Important Information:

- 1) The request can only be approved if there are seats available in proposed class and the student satisfies appropriate academic level that has been assessed by the Course Coordinator
- 2) This form must be submitted by **the first week of the subject**.
- 3) Do **NOT** start attending the proposed class until your request is approved by the Course Coordinator.
- 4) Students are permitted to make only one request per term
- 5) Please return this form to: Administration and Student Services Office, Windsor Institute of Commerce
- 6) If approved, the changes to your class timetable will be effective from the following week (Monday) of the approval. Outcome of your request will be communicated either via email or over the phone within 3 working days.

Student ID:		Current Course:	
Family Name:		Given Name:	
Contact Number:		E-mail:	

Please indicate the class timetable change you wish to make and detail your reason(s) for this request, attach a separate page if there is insufficient space. Your application cannot be considered unless you provide this information.

Subject Enrolled:	
Current Class:	Group _____
Proposed Class:	Group _____
Reason(s) for change:	

Student Signature:	Date: / /
--------------------	-----------------

Office Use Only

Decision: Approved Approved with Conditions Not Approved

Comments/Conditions:

Staff Name:	Date: / /
Staff Signature:	