

CHANGE OF CLASS/COURSE REQUEST (ELICOS)

This form is to be completed by students or Academic Manager only. Please note:

1. A change of class/course may mean your tuition fees change. You will be required to pay the difference before commencing studies in new class.
2. Class/course change is subject to class availability.
3. Student may only start a new class on Mondays only.
4. Change of class/course requests must be submitted by Wednesday at the latest.

Date: _____ Student Number: _____

Family Name _____ First Name / Names: _____

CURRENT Class: Morning Afternoon Evening

Class: _____ Teacher: _____

CHANGE TO: Morning Afternoon Evening

Level: _____ (Test required if change of level is requested)

Reason for request:

Date you would like the change to **START** _____ Student signature: _____

*****OFFICE USE ONLY*****

1.	ATTENTION	ACTION	COMMENT	SIGNED
	AM	<input type="checkbox"/> approved <input type="checkbox"/> not approved		
2.	AM	New class: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening Class: Teacher:		
3.	SSO	Course fee change: <input type="checkbox"/> Yes <input type="checkbox"/> No (go to point 7)		
4.	Marketing Manager	Course Fee Change / no change	Amount \$	
5.	Admission	Accounts Receivable informed New eCOE issued and emailed to SSO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	
6.	Accounts	Course Fee paid / unpaid / not required		
7.	SSO	Change entered into database		
8.	SSO	Copied form placed in Present Teacher's pigeon hole		
9.	SSO	Request Form is filed		
10.	Present teacher	Copied form signed and passed on to New Teacher along with Student folder and all student documents		