

CHANGE OF CLASS/COURSE REQUEST FORM (ELICOS)

Conditon:

- A change of class/course may mean your tuition fees change. You will be required to pay the tuition fee difference and/or Admin fee before commencing studies in new class.
- Class/course change is subject to class availability.
- The change commenced only once a week (every Monday).

Request date: _____ **Student ID:** _____ **D.O.B:** _____

Family Name: _____ **First Name:** _____

Your current Class: Morning Afternoon Evening

Class level: _____ **Teacher:** _____

CHANGE TO: Morning Afternoon Evening

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

Reason for request:

Date you would like the change from: _____

Student signature: _____

OFFICE USE ONLY

	Topic	Name and Signed
1	Class capacity checked?	
2	Previous test result checked?	
3	Course end date checked?	
4	Current attendance checked?	
5	Any outstanding payment?	
6	Admin fee required?	
7	Tuition fee difference payment required?	
8	Approved by AM or Client Services Manager?	
9	SSO processed and informed?	