



AIS CHANGE OF CLASS REQUEST

REQUEST:

This form is to be completed by a student who would like to attend a different AIS campus/ class/ day and or time as indicated below for the course that they are currently enrolled in. The student makes this request willingly and it is of their own choice.

AIS will endeavor to meet this request but cannot promise it. It is subject to approval by the VET Academic Manager.

<p>I make this request on the date ____/_____/_____. Student ID is _____</p> <p>_____ The reason for this request is.....</p> <p>.....</p>
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CURRENT QUALIFICATION	
CURRENT TRAINERS NAME	
CURRENT CLASS NUMBER	
CURRENT TERM AND WEEK NUMBER	<input type="radio"/> Term 1 <input type="radio"/> Term 2 <input type="radio"/> Term 3 <input type="radio"/> Term 4
PROPOSED TERM AND WEEK NUMBER	<input type="radio"/> Term 1 <input type="radio"/> Term 2 <input type="radio"/> Term 3 <input type="radio"/> Term 4
PROPOSED CLASS NUMBER	

Admin Use Only:

- Approved
- Class changed
- RTOM Updated
- VETADMIN Advised

Student Support Member: _____ Date: _____