

## STUDENT CLASS CHANGE REQUEST FORM

If you wish to change to a different class (eg, day of the week, time of class or location) you need to discuss this with your trainer or student administration. This must be done within the same intake without any “down period” of non-attendance. For example, if you enrolled in a February class at Blackburn and wish to transfer to the February class at Narre Warren and there is no non-attendance period, this constitutes a Transfer. If however, you are wishing to move from the February intake to an April intake, this is a withdrawal and re-enrolment with associated fees and documentation required.

<i>Student to complete &amp; sign this form</i>	
<b>Student First Name:</b>	<b>Student Last Name:</b>
<b>Current email address:</b>	<b>Mobile Number:</b>
<b>Course Name:</b>	
<b>Current Day of Training &amp; Location:</b>	
<b>Proposed Day of Training &amp; Location:</b>	
<b>Please briefly state your reason for wishing to change class:</b>	
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<b>In signing this declaration I declare that I understand the following terms:</b> <ul style="list-style-type: none"> <li>All Health Training will endeavour to respond to your request within 48 hours.</li> <li>All Health Training do not guarantee that a place is available on your proposed day of training.</li> <li>All Health Training will advise if the student is required to attend any “make up” classes or when the new day is effective from</li> <li>Changing classes incurs a cost of \$250 administration fee which must be paid prior to moving classes. This fee is non-refundable.</li> </ul>	
<b>Student Signature:</b>	<b>Date:</b>

<b>Office Use only</b>		
<b>Person</b>	<b>Action</b>	<b>Date</b>
Zoe	Check that same intake and no missed classes. Approve or reject request	
Zoe	Advise student outcome by email	
Zoe	Advise current and proposed trainer by email	
Teresa	Adjust class in Vettrak	
Teresa	Print new attendance record and provide to new trainer	
Teresa	Invoice \$250 in Vettrak	
Teresa	Forward documentation to Tina	
Dilini/Tina	Update handover spreadsheet	
Tina	Move student enrolment forms and assessments to new class	
Tina	File in student file	