

LIFETIME INTERNATIONAL TRAINING COLLEGE



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 RTO: 5877 CRICOS: 02762G ABN: 74 080 098 120

REQUEST TO CHANGE CLASS/COURSE FORM

Note: Students must submit this form to the Registrar/Administration

You may change course before enrolment or within 30 days after enrolment. (30 days cooling off period after enrolment) free of charge.

Note: An administration fee of \$50.00 applies if you decide to change course after this cooling off period for every change.

Student Details			
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male	DOB	
First Name		Nationality	
Family Name		Student ID Number	LT-
Email		Mobile No.	
Address			

Current Course/Class details		
Course		
CoE	Start Date:	End Date :
Class Allocated		
Trainer Name		

Requested Course/Class details		
Requested Course		
Preferred timetable	Start Date:	End Date:
Class Allocated		
Trainer Name		

Reason(s)

Attach evidence

STUDENT SIGN:		DATE:
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Office Use Only (to be completed by Registrar)

I approve/disapprove the change of course/class.

New class allocated		
Teacher		
Dates allocated	Start date / /	End date / /

Name:	Notes:
Signature:	