

Request to change study location

(Form is for current domestic student's use only who wish to change their campus location)

Student Details

Student ID: Date of Birth:

Family Name: Given Name:

Mobile :

Course Details

Current Course Name:

Course Code:

Current Study Location:

Desired Study Location:

Student Declaration

I acknowledge that this form is a formal request to change my study location, my new timetable and training plan may be affected as a result. Therefore I will visit the student support department to confirm and document the change. This change of location was my request and I understand that after this request is processed I will be studying at the location I have requested above.

Student Signature:..... Date:/...../20.....

FOR OFFICE USE

Date of Submission: Administrator Signature:

Approval

Signature of Student Support Manager: Approval granted: Yes No

Updated student management database:/...../20.....

Comments:

Student Notification:

The student must visit the student support department to receive their new training plan and confirmation of change of study location before attending classes at the new study location.

Last day of studying at _____ campus:/...../.....

First day of studying at _____ campus:/...../.....

All documents completed and issued to the student: Yes No

Date of completion:

Student Support Officer Name:

Student Support Officer Signature:

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