

### Student Request to change Study Load Form

(This form MUST be used before permitting a study load change)

SF STUDENT

FEE FOR SERVICE STUDENT

INTERNATIONAL STUDENT

**Student Details**

Student ID:

Family Name:

Given Name:

**Course Details**

Course Code:  Course Name:

**Current study load:**

Full time      Part time      Extra Time table

**The study load you wish to change to:**

Full time      Part time      Extra Time table

Please state the reason(s) you want to change study load:

**Preferred timetable (\*)**

*(\*) Your preferred timetable may not be available, but we will take your preference into consideration where possible*

MTW

WTF

FSS

**Student Declaration**

I confirm that it is my request to change my study load. I also understand that by changing my study load my current time table and course delivery will be affected. I also understand that I am required to register for a new time table and will receive a revised training plan. If I have chosen an extra time table I confirm I have been notified by the Institute about the possibility of over exhaustion. I agree to studying more hours than required.

Student Signature: .....

Date:

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute  
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**OR OFFICE USE**

Date of submission:  Student Support Officer Signature:

**Approval:**

Operations Approval  Date:

Finance Approval  Date:

*(Finance approval is only applicable to Extra time table selection)*

Comments: .....  
.....

Action Items - Please tick:

|  |   |
|--|---|
| <input type="checkbox"/> Revised Training Plan provided to student | <input type="checkbox"/> Update VETtrak |
| <input type="checkbox"/> Updated COE                               | <input type="checkbox"/> Notify Trainer |

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