

Application to Change Scheduled Days (increase/decrease) Form

INFORMATION FOR STUDENTS

Please read the information below before completing the form.

1. This application is applicable to Full Time students only.
2. Applications to increase/decrease days cannot be backdated.
3. Students attending 3 days a week must include a Thursday and/or Friday in your scheduled days.
4. Students must attend minimum 3 days a week.
5. Please scan your completed form and email to: mirella@biba.com.au

All approved applications to increase/decrease scheduled days will incur a **\$90.00** fee.

Student Name:	
Course:	
Current scheduled days:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Request to:	<input type="checkbox"/> increase days <input type="checkbox"/> decrease days
Newly requested scheduled days:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
New schedule to commence on:	_____ / _____ / _____

Student Signature:	
Printed Name:	
Date:	

Processed by:	
Admin Signature:	
Printed Name:	
Date:	