



Australian Academy of Trades Pty Ltd
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RTO Code: 41174
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ABN: 91 602 704 521

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			Student ID Number
Family Name			Mobile No.
Email			
Address			

Current Course/Class details		
Course		
	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:	