



DROP / ADD REQUEST FORM

STUDENT DETAILS	Student Number: <input type="text"/>	Trimester: T	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
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Family Name:		Course:	
Given Name(s)		Mob No: <input type="text"/>	
Student Email: <input type="text"/>			

Request:

(select drop or add for each subject)

I wish to (tick applicable)		Subject Number	Subject Name
Drop	Add		

Reasons: (please clearly and fully indicate reasons for this request. Attach an additional page if needed. Students dropping below a full time course load must supply supporting documentation))

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- Students should consult with their course adviser before dropping and/or adding subjects – students need to be aware of pre-requisite requirements for current and future subjects.
- Regular course drop and add requests should be submitted before the end of the trimester enrollment period.
- Late course adds or drops must be approved by the Deputy Dean, Academic.
- International students dropping below full-time load may cause issues for their visa status. Such requests must be approved by the CEO & Dean.

DECLARATION		
<ul style="list-style-type: none"> • I hereby apply to drop and/or add the above subjects. • I have attached documentary evidence in support of my application if relevant. • I declare that the information I have provided in this application & the attached documentation is correct & complete. 		
Student ID <input type="text"/>	Family Name (please print clearly)	Signature
Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Given name(s)	
d d m m y y y y		



Official Use Only

• Documentation received Yes No Date

Type:

Approved Not Approved

Comments

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Signature Date

Designation

Student advised by email phone

by Date

Student records updated by Date