

# Timetable Transfer Request

Evolution Hospitality Institute

RTO # 91256 CRICOS 02869G



Student Name: \_\_\_\_\_ Student number: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact number: \_\_\_\_\_  
Course: \_\_\_\_\_ Course Commencement Date: \_\_\_\_\_

**Current Timetable Group (if known)** \_\_\_\_\_ **Current Trainer (if known)** \_\_\_\_\_

Reasons for change request- please explain any compelling circumstances

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## I would like to request to change my timetable to

**These days (please tick)**

**OR**

### 1<sup>st</sup> preference

- Morning classes     afternoon classes  
 Monday  Tuesday  Wednesday  Thursday  Friday  
 Concord     City     Willoughby

**An existing timetable code** \_\_\_\_\_

Please explain your preferences here

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2<sup>nd</sup> preference

- Morning classes     afternoon classes  
 Monday  Tuesday  Wednesday  Thursday  Friday  
 Concord     City     Willoughby

### 3<sup>rd</sup> preference

- Morning classes     afternoon classes  
 Monday  Tuesday  Wednesday  Thursday  Friday  
 Concord     City     Willoughby

### Declaration

I understand that timetabling involves many factors including but not limited to class numbers, kitchen availability, and training facilities. Requests will be considered on a first-in first-served basis.

My request will be taken into consideration and every effort made to accommodate my needs, especially if I have compelling circumstances (Requests for change to accommodate employment hours will be considered but are not considered compelling circumstances), but no guarantee can be made that my request will be possible and/or approved.

I also understand that the normal fee refund policy applies and it is a condition of my enrolment that I understand these issues.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_