

TEMPORARY LAB TRANSFER

INSTRUCTIONS FOR STUDENTS:

1. You must take the form to the class you intend to transfer to.
2. You are required to provide documentation explaining your reason for wanting to transfer (eg. a medical certificate).
3. It is the Lecturer/Tutor's responsibility to ensure the number in the class is at (and not above) the official limit.
4. If there is room in the class you wish to attend, your Tutor will authorise this form. Information on classes where spaces are likely to be available will be posted on the relevant year level noticeboard and on the web.
5. You must then take the signed transfer form to your permanent class and give it to your permanent Tutor. **Please note that It is your responsibility to ensure all the above steps are completed so that your attendance can be recorded.**

A. PLEASE TICK BELOW ✓ AND COMPLETE

Psych Level 1 subject : Subject Code : 512 _____ Lab Class: _____

Psych Level 2 subject : Subject Code : 512 _____ Lab Class: _____

Psych Level 3 subject : Subject Code : 512 _____ Lab Class: _____

B. PLEASE COMPLETE:

Subject Name: _____

NAME: _____ STUDENT NO: _____

USUAL LAB TIME&DAY: _____ DATE UNABLE TO ATTEND: ___/___/___

I wish to request a TEMPORARY transfer to the following class.:

TIME&DAY: _____ DATE: ___/___/___

For the following reason: _____

C. APPROVAL:

Processed by: TUTOR'S NAME: _____

TUTOR TO SIGN THIS FORM TO RECORD THE STUDENT'S ATTENDANCE, AND RETURN IT TO THE STUDENT.

TUTOR'S SIGNATURE: _____ DATE: ___/___/___