W : SAE.EDU.AU
P : 1300 SAE EDU
Brisbane | Byron Bay | Sydney | Melbourne | Adelaide | Perth

CHANGE OF TUTORIAL GROUP

1. Applicant Details

Title

Student Number

First Name

Surname or Family Name

Program Name

Major / Specialisation (if applicable)

2. Study Period to be Changed

e.g. 16T1

3. Current Tutorial Group

Module Name

Module Code

Tutor

Tutorial Group (please circle)

n/a 1 2 3 4 5 6 7 8

Day Time : Location

4. Requested Tutorial Group

Module Name

Module Code

Tutor

Tutorial Group (please circle)

n/a 1 2 3 4 5 6 7 8

Day Time : Location

5. Reason for Changing Tutorial Group

- ☐ Work Commitments
- ☐ Travel Limitations
- ☐ Other (Please explain details in 5.1)

5.1 Explanation for Changing Tutorial Group

PLEASE NOTE

- Evidence must be provided before tutorial groups can be changed.
- If you wish to change tutorial times for employment reasons, a letter from your employer must be provided stating that you are unable to attend your allocated class time due to work commitments.
- For travel reasons you must supply evidence of where you live.
- Please supply this information before week 2.

Student's signature

Date / /

Academic Use Only

- ☐ Change Approved
- ☐ Change Denied

Module Coordinator or Nominee's Signature

Date / /

Student Services Use Only

- ☐ Evidence attached

Navigate updated

Date Initials

Academic Staff notified

Date Initials

Hardcopy file updated

Date Initials

Student notified of outcome

Date Initials

ANIMATION AUDIO DESIGN FILM GAMES WEB & MOBILE

© 2015 Copyright Navitas SAE Holdings Pty Ltd. ABN 21 093 057 973. The SAE Logo ® is a registered Trade Mark. SAE CRICOS Provider Code 00312F