

# Student Request Form



Do not use this form for Course Deferment Request, Course Change Request, Course withdrawal Request, Refund Request and Credit transfer/RPL request. Please use the respective forms for those requests.

| STUDENT DETAILS |  |            |  |
|-----------------|--|------------|--|
| First Name:     |  |            |  |
| Last Name:      |  |            |  |
| Course Name:    |  |            |  |
| Date of Birth:  |  | Student ID |  |

| What is being requested? |
|--------------------------|
|                          |

| Reason for request                          |
|---|
|   |
| <p>Student Signature: _____ Date: _____</p> |

| Office Use Only                             |          |           |                  |          |  |
|---|----------|-----------|------------------|----------|--|
| Remarks                                     |          |           |                  |          |  |
| Is the request approved                     | Yes / No |           | Approved Officer |          |  |
| Is the outcome communicated to the student? |          |           |                  | Yes / No |  |
| Processing officer                          |          | Signature |                  | Date     |  |