

Melbourne School of Psychological Sciences

Temporary Lab Transfer

INSTRUCTIONS FOR STUDENTS:

1. Please take this form to the class you intend to transfer to.
2. You are required to provide documentation explaining your reason for wanting to transfer (e.g. a medical certificate).
3. Information on classes where spaces are likely to be available will be posted on LMS. If there is space in the class you wish to attend, the tutor will authorise this form.
4. Please take the signed form to your usual lab class and submit it to your tutor.

Please note: it is your responsibility to ensure all the above steps are completed so that your attendance can be recorded.

PLEASE COMPLETE:

Subject Name: _____	PSYC _____
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NAME: _____ STUDENT NO: _____
USUAL LAB TIME & DAY: _____ DATE UNABLE TO ATTEND: ____/____/____
USUAL TUTOR'S NAME: _____
I wish to request a TEMPORARY transfer to the following class:
TIME & DAY: _____ DATE: ____/____/____
For the following reason: _____ _____
<input type="checkbox"/> I have attached supporting documentation.

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: ____/____/____