



MELBOURNE
SCHOOL OF
PSYCHOLOGICAL
SCIENCES

Temporary Lab Class Transfer

It is the responsibility of students to ensure that all steps below are completed so attendance can be recorded:

1. Students are permitted ONE temporary lab class transfer without documentation per subject each semester. ALL additional transfers require supporting documentation, (eg a medical certificate).
2. Take this form to a lab class available for temporary transfers. Details of lab 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.
3. Please take the signed form to your next lab class and submit it to your usual tutor.

Subject Code: PSYC_____	Subject Name: _____
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Name: _____	Student ID: _____
USUAL lab class day & time: _____	USUAL Tutor: _____
Date unable to attend: ____/____/____	
I would like to request a TEMPORARY lab transfer to the following lab class:	
Day & time: _____	Date: ____/____/____
For the following reason: _____	

<input type="checkbox"/> I have attached supporting documentation.	

TUTOR TO COMPLETE:
<i>Please sign this form to record student's attendance & return to the student.</i>
Tutor name: _____
Tutor signature: _____ Date: ____/____/____