



# Application for Change of CAS Lab/ Tutorial/ Seminar Group Allocation

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## YOUR DETAILS

Full Name:

Unit  
Number:

Your Student No.:

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## CURRENT ALLOCATION

Day:

Time:

Room:

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**Q1. I cannot attend my allocated class because:**

**I enrolled late into this unit.**

Provide evidence of your late enrolment.

**it clashes with a work, sporting, family  
or other commitment that I cannot  
reschedule or forego without serious  
hardship.**

Complete Q2.

**Q2. Please provide a written explanation of why you require a swap (in addition to evidence you tried to request a swap into a full class on CAS).**

### Q3. List your availability for other classes

The capacity of our lab/ tutorial/ seminar venues is restricted by regulations and access to equipment. You must list as many options as you can to ensure that we can accommodate your request. Not providing your full availability may make it difficult to accommodate your request.

<b>Monday:</b>	8am	<b>Tuesday:</b>	8am	<b>Wednesday:</b>	8am
	9am		9am		9am
	10am		10am		10am
	11am		11am		11am
	12pm		12pm		12pm
	1pm		1pm		1pm
	2pm		2pm		2pm
	3pm		3pm		3pm
	4pm		4pm		4pm
	5pm		5pm		5pm

<b>Thursday:</b>	8am	<b>Friday:</b>	8am
	9am		9am
	10am		10am
	11am		11am
	12pm		12pm
	1pm		1pm
	2pm		2pm
	3pm		3pm
	4pm		4pm
	5pm		5pm

### Comments on availability

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#### Make sure that you have attached:

[Late Enrolment] Evidence of your late enrolment.

[Other commitments] Evidence you tried to swap yourself on CAS.

SIGNED:

DATE:

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*Office Use Only*

Added to CAS Group (or no action taken)

Student advised by (initials and date)