1. Fill in ALL of your details
2. Specify the trimester the requested changes are to take effect to.
3. Complete the details of the current tutorial group you have been allocated.
4. Complete the details of the tutorial group you wish to change to.
5. Mark with a X your reason for changing tutorial groups. Attach the required evidence.

6. Briefly explain your reason for requesting the change of tutorial group.
7. Read the notes regarding change of tutorial group and sign and date.

1 Academic Staff will complete this section. You will be advised of the outcome by email and/or mail and the changes and/or results will be reflected on the Student Portal.