



# Queensbury College

## Change of Course Form

### Data Protection Act 1998

The data collected on this **form** will only be used for the purpose of student and **course** administration as required by the College and will be retained securely on your file. If you change your address, complete this form and return it to the Admin Office (Room 712, Wigham House, Wakering Road, Barking).

### Part 1 - To be completed by student PERSONAL DETAILS

<b>Surname</b>		<b>First Name</b>	
<b>Ref. No</b>		<b>DOB</b>	

#### Course Transferring From:

Course

Session

#### Course Transferring To:

Course

Session

Reason for Change of Course: \_\_\_\_\_

\_\_\_\_\_

(Continue on a separate sheet)

Date: \_\_\_\_\_

Sign \_\_\_\_\_

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#### Faculty Office Use:

Computer Record Updated

Request Approved / Rejected: \_\_\_\_\_

Date: \_\_\_\_\_

Initial \_\_\_\_\_

Print Name: \_\_\_\_\_