

# CHANGE COURSE FORM



# Euton College

Your Turning Point Is Here

## PART 1. PERSONAL INFORMATION

LEGAL LAST NAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME	
PREFERRED FIRST NAME (If Applicable)	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH (DD/MM/YY) /    /	WECHAT
CELL PHONE NUMBER	HOME PHONE NUMBER	EMAIL ADDRESS	

## PART 2. Direction for Use

1. Use this form to request a change of your offer of courses and confirmation deposit for up to one year.
2. Approval of requests for changed courses will only be granted once. If you are unable to attend in the changed term, you will need to re-apply for courses, and will forfeit the confirmation deposit.
3. Submit this completed form to Student Enrolment Services at any Euton campus, or to [accounting@eutoncollege.ca](mailto:accounting@eutoncollege.ca)
4. Submission of this form is not a guarantee that your request will be approved. Once a decision is made, correspondence will be emailed to your email account.

## PART 3. Deadlines for submission

**\*\*\* Requests to changer an offer of courses to the Fall, Spring or Summer admission intake must be submitted prior to the first day of the courses start date.**

## PART 4. Details of Request

**My original offer of course is for:**

**Course:** \_\_\_\_\_

**Intake Term/Year** \_\_\_\_\_

(i.e. Fall 2018, Spring 2019, etc.)

**I wish to change this offer of admission to:**

**Intake Term/Year** \_\_\_\_\_

(i.e. Fall 2018, Spring 2019, etc. Maximum one year from original course offered.)

Have you paid your Confirmation Deposit?

yes /  no

Are you currently registered or waitlisted for classes?

yes /  no

## PART 5. Student's Signature

_____ / ____ / ____	_____
Applicant Signature	Agent

## PART 6. Accounting Department Approval

Advisor signature:	Office use only:
Eutonmanager signature:	Office use only:
Admin signature:	Office use only:
Accounting signature:	Office use only: