



Late/very late student registration/change in subject form Vocational Subjects

Student Information			
ID Card No.		Date of Birth	
Name		Surname	
Telephone		Mobile	
E-mail address			
Address	House Name		House No.
	Street		
	Locality		Post Code
School			Year <input type="checkbox"/> 9 <input type="checkbox"/> 10
Subject Details			
New Subject	Level		
	<input type="checkbox"/> SEC <input type="checkbox"/> SEAC (Applied)	<input type="checkbox"/> Agribusiness <input type="checkbox"/> Engineering Technology <input type="checkbox"/> Fashion & Textiles	<input type="checkbox"/> Hairdressing & Beauty <input type="checkbox"/> Health & Social Care <input type="checkbox"/> Hospitality
		<input type="checkbox"/> Information Technology <input type="checkbox"/> Media Literacy Education <input type="checkbox"/> Retail	
Dropped Subject	Specify only if applicable:		
Stage of Assessment of the New Subject	<input type="checkbox"/> The deadline of Assignment 1 has not been exceeded. <i>The School confirms that the student is made aware that:</i> <ul style="list-style-type: none"> marks linked to tasks which deadline has been exceeded are lost; tasks with deadlines falling after the date of late registration for the Unit can be attempted by the student and submitted for marking. 		
	<input type="checkbox"/> The deadline of Assignment 1 has been exceeded. <i>The School confirms that the student is made aware that:</i> <ul style="list-style-type: none"> only marks achieved in any application criteria that shall be assessed after the date of late registration for the Unit will be submitted to MATSEC; s/he is allowed to sit for the Synoptic assessment with the maximum obtainable mark in the Unit being 60. 		
School's Declaration			
<p>The School hereby approves the student's application to study this Vocational Subject in line with the policies stipulated in MATSEC's Code of Practice, subject to approval by MATSEC. A copy of this form is being kept in the School's Masterfile for future reference.</p>			
_____		_____	
Head of School's Signature		School Stamp	
		Date: _____	

Applicant's Declaration
<p>I, hereby undersigned, confirm that all information provided above is correct. Administrative charges shall be incurred for any future request to change data.</p>

Applicant's Signature
Date: _____

For MATSEC Office use only			
Late Fee		€ 70	€
Very Late Fee per subject		€ 35	€
Total			€
Receipt No.		Paid	<input type="checkbox"/>
_____			App. No.
MATSEC Official's Signature			