

REQUEST FORM FOR CHANGE IN MODE OF ATTENDANCE (FOR UNDERGRADUATE & POSTGRADUATE COURSES)

To be submitted to Home Faculty/Institute/Centre/School.

Student Details

Full Name: _____
Last *First* *Student I.D / I.D Card No*

Course and Year of Intake: _____

Date: _____ Signature: _____

Details of Request

Reason for requesting a change in mode of attendance: *(Please attach any relevant documentation, if applicable)*

Change in Mode of Attendance start date: _____

For Office Use ONLY

Change in mode of Attendance: Approved Rejected By Faculty Board Date: _____

Comments: _____

Start date of new mode of Attendance*: _____
**Please indicate the first day of the month and year only.*