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Complete this form if you intend to request a change to your current level . Note specific reasons why you are requesting this change. Changes are subject to review on a case-by-case basis by the School Director and must be approved prior to implementation. Changes may be denied at the discretion of Management, and are dependent upon a student’s standing with regard to attendance and academic progress, past leaves of absence, or other factors. Students are required to complete this form and attend a meeting with the School Director in order to have their request considered.

### Request for Change to Level

#### Student Information

Student Name: (last name) \_\_\_\_\_ (first name) \_\_\_\_\_

Student ID: \_\_\_\_\_ Current Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Information regarding Request for change to level :

Student’s Reasons for requesting the change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Current Level/Instructor: \_\_\_\_\_

AUTHORIZATION FOR CHANGE APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ \*

\*(reason for denial) \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

School Director (Print Name) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_