



ADDITIONAL ELECTIVE COURSES REQUEST FORM

The Administration Office must receive the request for Additional Elective Courses prior to the completion of ongoing registered program. Form to be submitted only if you have completed at least half (1/2) of the courses outlined for the degree program you were originally registered and admitted onto after initial admission Evaluation Report.

Students wishing to change or take additional elective courses must first complete and return this form to the University. RCM will review your file with the Faculty Team and provide you a report base on your request. The report will indicate if any of the courses you have previously taken through RCB is interrelated or not to the new courses selected.

ADMINISTRATION FEES: Euro 100.00 (Attach receipt of payment to this Request Form)

NOTE: New policies and tuition rates will apply if your original enrolment pre-dates current university policy changes. This request will be recorded in the student permanent academic record.

STUDENT INFORMATION

STUDENT FULL NAME:

STUDENT ID NR:

DATE ENROLLED:

STUDENT ADDRESS:

TELEPHONE:

EMAIL:

LIST OF ADDITIONAL ELECTIVE COURSES & CODES (IF KNOWN)

(1):

(2):

(3):

(4):

(4):

(6):

REASON FOR MAKING THIS REQUEST:

PLACE + DATE:

STUDENT SIGNATURE:

FACULTY COMMENT:

ADMINISTRATION DEPT.:

OFFICE USE ONLY

DATE:

SIGNATURE:

SIGNATURE: