



Application for Change in Mode of Study

The Registry, 14-18 West Avenue, Constant Spring, Kingston 8
Telephone: (876) 969-8211; 969-8803; 969-1226; Fax (876) 925-9129; Email: registry@jts.edu.jm

If you wish to change your mode of study from part-time to full-time study (or *vice versa*) the Seminary will want to satisfy itself that you will be able to commit sufficient time to your programme. When the Academic Affairs Committee has given approval, you will be informed, and your fee status and completion date altered as necessary. Changes of mode are normally only possible at the end of the academic year, coming into effect at the beginning of the new academic year. One year of full time study will be considered as being equivalent to 2 years of part time study. Students may study full-time or part-time.

The form should be sent to the Registry for checking prior to submission to the Academic Affairs Committee. The Registry will inform students of the Committee's decision.

Name: _____

Student ID #: _____ Telephone #: _____

Programme Of Study: _____

Registration Status: _____ Probationary _____ Confirmed

E-mail address: _____

Date of initial registration: _____ Max Duration: _____

Current mode of study: _____ full-time _____ part-time

Mode of study to be followed: _____ full-time _____ part-time

Date of change: _____

Reason (s) for Change

Signed _____ Date: _____
Student

For Official Use Only	
Certified by Registrar _____	Date: _____
Registrar's Signature	
The Request is [] Approved	[] Denied
Distribution: <input type="checkbox"/> Student File	