



Internship Registration Change Request Form

PURPOSE

This form is required any time a student wishes to request changes to their internship registration. This includes changing the date in which the internship takes place and the internship venue

Note: The Pacific Hospitality and Culinary Academy follows the PHCA dates and deadlines regarding registration and dropping courses throughout the academic year.

PROCESS

1. Submit a hard copy of this completed form to the Pacific Hospitality and Culinary Academy or via email (info@pacifichospitality.academy)
2. The Internship Coordinator will review and process your request within 5 business days.
3. You will be notified via PHCA email when a decision has been reached.
4. It is the student's responsibility to check their PHCA email regularly and provide the Internship Coordinator with additional information upon request

REQUEST for changing Time/Venue:

Change Internship Date: _____

Current Date: _____ New Date: _____

Change Internship Venue: _____

Current Venue: _____ New Venue: _____

Please explain reason for request (required): _____

Attach any documentation to support your request.

Student Name _____ ID _____

PHCA Email _____ Phone _____

Student Signature _____ Date _____

<i>(Office Use Only)</i>		<i>CC Decision:</i>	
Date Received: _____	Approved: _____	Action taken: _____	Date: _____
Received by: _____	Denied: _____	Reason: _____	