



**Form G - Late/very late student registration/change in subject form**

**Vocational**

Student Information					
ID Card No.		Date of Birth		Gender	M / F / X
Name		Surname			
Telephone		Mobile		EAA	Yes / No
E-mail address					
Address	House Name			House No.	
	Street				
	Locality		Post Code		
School				Year	<input type="checkbox"/> 9 <input type="checkbox"/> 10
Subject Details					
New Subject	Level	<input type="checkbox"/> Agribusiness <input type="checkbox"/> Hairdressing & Beauty <input type="checkbox"/> Information Technology <input type="checkbox"/> Engineering Technology <input type="checkbox"/> Health & Social Care <input type="checkbox"/> Media Literacy Education <input type="checkbox"/> Fashion & Textiles <input type="checkbox"/> Hospitality <input type="checkbox"/> Retail			
	<input type="checkbox"/> SEC				
Dropped Subject	Specify only if applicable:				
Stage of Assessment of the New Subject	The School confirms that the stage of assessment is correct and that the student has been informed that:				
	<input type="checkbox"/> The deadline of <b>Assignment 1</b> has <b>not</b> lapsed:	<ul style="list-style-type: none"> <li>marks linked to tasks for which the deadline has lapsed are lost;</li> <li>tasks with deadlines falling after the date of late registration for the Unit can be attempted by the student and submitted for marking.</li> </ul>			
	<input type="checkbox"/> The deadline of <b>Assignment 1</b> has <b>lapsed</b> but the deadline of <b>Assignment 2</b> has not:	<ul style="list-style-type: none"> <li>only marks achieved in any application criteria still to be assessed after the date of late registration for the Unit will be submitted to MATSEC;</li> <li>they are allowed to sit for the Synoptic assessment with the maximum obtainable mark in the Unit being 60.</li> </ul>			
	<input type="checkbox"/> The deadline of <b>Assignment 2</b> has <b>lapsed</b> :	<ul style="list-style-type: none"> <li>they are <b>not allowed to attempt any assessment</b> for this unit, affecting the overall Subject Certification.</li> </ul>			
<b>NOTE: Students in Year 10 cannot register for a Vocational Subject if the deadline of Unit 2 Assignment 2 has lapsed.</b>					
School's Declaration					
The school hereby approves the student's application to study this Vocational Subject in line with the policies stipulated in MATSEC's Code of Practice, subject to approval by MATSEC. A copy of this form is being kept in the School's Masterfile for future reference.					
_____		_____		Date: _____	
Head of School's Signature		School Stamp			
Applicant's Declaration			For MATSEC Office use only		
I, hereby undersigned, confirm that all information provided above is correct. Administrative charges shall be incurred for any future request to change data.			Late Fee per Subject	€ 35	€
			Very Late Fee per subject	€ 70	€
			Total		€
			Receipt No.		Paid
_____			_____		App. No.
Applicant's Signature			MATSEC Official's Signature		
Date: _____					