

QUARTER CHANGE AND MAJOR RENOVATION REQUEST FORM

1. Name: _____

2. Present Quarter Number: _____

3. Request:

i) Change of Quarter

ii) Renovation

4. Number of the Quarter wanting to move in: _____

5. State the area needing Renovation: _____

6. State the problems faced:

i) _____

ii) _____

iii) _____

(Signature of Applicant)

(Date) _____

(To be filled in by Office)

1. Request for quarter change/renovation:

i) Approved

ii) Postponed

(Principal)

Please note that change of quarter is to be preferably done during college breaks. Request for major renovation is advisable before the budget session.