



# SUBSTITUTION FORM

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*This document may contain privileged and/or confidential information.  
It is intended solely for the use of CFTWS and will not be shared without written permission.*

### CURRENT STUDENT INFORMATION:

Student Name (please print): \_\_\_\_\_

Organization Name: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Phone Numbers: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Business-Required) (Home or Cell)

Course Name: \_\_\_\_\_

Course & Section Numbers: \_\_\_\_\_ / \_\_\_\_\_ Start Date: \_\_\_\_\_

Course Location (City) \_\_\_\_\_

Reason for Substitution: \_\_\_\_\_

### SUBSTITUTE STUDENT INFORMATION:

Student Name (please print): \_\_\_\_\_

Professional Title: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Phone Numbers: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Business-Required) (Home or Cell)

Email Address: \_\_\_\_\_

*By providing your e-mail address you are giving CFTWS permission to confirm your registration and to send periodic curriculum updates.*

A CFT course may require a prerequisite (as described below the course description). If so, have you completed the prerequisite?

YES     NO    (If Yes, attach a Prerequisite Completion Form. If No, CFT will contact you.)

### SUBSTITUTION POLICY:

In the event a student has to withdraw prior to the start of the offering, CFTWS encourages a substitute to attend the offering to avoid loss of tuition. To qualify as a substitute, the student must meet all, if any, stated prerequisite requirements for the offering. **The substitute must complete this Substitution Form and have it signed by his/her Manager or Personnel Director.** Mail or fax this completed form to CFTWS prior to the start date of the offering or submit it to the instructor at the first session. A substitute is not permitted once the offering begins.

Substituting Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Manager/Personnel Director*