

Subject:	Amendment to Finalised Grade Request
To:	Student Administration
From:	
Telephone:	
Email:	
Date:	

Student Details

Student Name **Student Number**
Course Name **Funding Source**
National Course Code **Government Funded Enrolment** Yes No

1. Complete all columns for each unit where a grade amendment is required

National Unit Code	Unit start date	Unit end date	No. of months unit delivered over (total)	Current Grade	Current grade date	Amended grade requested	Amend grade date to

2. Details and rational for amendment to grade/result request

Detail/rational showing how your School will ensure that incorrect grades will not be entered in the future must be provided. Forms submitted without sufficient detail/rational will be returned to the School for completion.

3. Details and rational for amendment to grade/result request

A	B	C	D	E	F	G	H
National Unit Code	Scheduled Hours	WP hours (if applicable)	HESG Funded Hourly Rate	No. of months unit delivered over	HESG Funding per month	HESG Funding received to date	HESG Funding to be retracted
TOTAL RETRACTION OF FUNDING:							\$

How to calculate the amendment to grades request:

$B \times D / E = F$ $F \times \text{months already delivered} = G$.

- CY/CN/CS to WS/WN: $G = H$
- CY/CN to WP: $B \times D - C \times D = H$
- CS to WS/WN: $G = H$
- CS to WP: $G - (C \times D) = H$
- CY to CN: no funding implication (above table 3 not to be completed)
- CN to CY: no funding implication (above table 3 not to be completed)

4. Education Manager / Director / Executive Director Authorisation

I understand that Data & Reporting will request HESG to retract the 'total retraction of funding' calculated from Federation University subsequent data submission remittance. Schools will incur an internal charge of \$110.00.

Name (please print) _____ Date _____

Faculty/School _____

5. Student Administration Approval to amend grade

Approved for Amendment Yes No Approved By _____

Date Amended in Campus Solutions _____ Amended By _____