

Faculty / School / Section

Subject:	Amendment to Unit Start/End Date
To:	Student Administration
From:	
Telephone:	
Email:	
Date:	

Student Details

Student Name	<input type="text"/>	Student Number	<input type="text"/>
Course Name	<input type="text"/>	Course Code	<input type="text"/>

1. Complete details for each unit where a start/end date amendment is required

Unit Code	Current unit start date	Current unit end date	Census Date (if applicable)	New unit start date	New unit end date

2. Details and rational for amendment to dates

3. Education Manager / School Business Manager / Associate Director / Director

I understand that changing start/end date data already reported to HESG, may impact on funding for the listed units, which will be reflected on the SVTS monthly error reports.

Signature _____ Date _____

Name (please print) _____ School _____

4. Student Administration confirmation to amend grade

Due to Census Date implications, unit start and end date amendments for VET FEE_HELP eligible courses must be confirmed by Student Administration.

Confirmed for Amendment Yes No

Date Amended in Campus Solutions _____ Amended By _____