

Australian Apprentice RTO Notification of Change of EPSILON details

Purpose:

The EPSILON details of the Apprentice have changed.

- Nominal completion date of Apprentice has been amended
- The Apprentice contract now reflects on EPSILON:
 - School Based
 - Former School Based
 - Full Time to Part Time Training
 - Part Time to Full Time Training

Program Manager / Nominee is to complete this form and submit to Registrar Services via a Service Now request or by emailing smb.studentcentre@federation.edu.au along with a copy of the current EPSILON print out for processing.

Once submitted, Registrar Services will update the student record with the relevant changes on Campus Solutions

A copy of this notification is to be placed on the student's file.

Apprentice / Trainee Details

Apprentice / Trainee Name	
CS ID number	
EPSILON number	
Qualification	

Please indicate which details have changed:

Nominal completion date extended	<input type="checkbox"/>	Nominal completion date reduced	<input type="checkbox"/>
School Based	<input type="checkbox"/>	Former School Based	<input type="checkbox"/>
Full Time to Part Time Training	<input type="checkbox"/>	Part Time to Full Time Training	<input type="checkbox"/>

Signature <small>Program Manager or Nominee</small>	
Name (please print)	
Telephone	
Date	