Memorandum
Amendment to Course/Unit Hours

Faculty / School / Section	
Subject:	**Authorisation to amend course/unit hours**
To:	Program Management and Compliance
Email:	pmc@federation.edu.au
From:	
Telephone:	
Email:	
Date:	

1. **Details and rational for amendment to hours request:**

2. **Impacts on the training delivered / received by the student/s:**

3. **Is the amendment relevant to the Program/Course, Group or individual students?**

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4. **List of Student Names and FedUni Student ID's to have the amendment to course/unit hours applied:**

FedUni Student ID Number	Student Name (as per application/enrolment)	Enrolled Campus Solutions (√)

5. **National Program ID and National Course/Unit ID/s for which hours are to be reduced and the SCH to now be enrolled:**

National Program ID		
National Program Name		
National Course/Unit ID	National Course/Unit Name	SCH to be enrolled (amended hours)

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6. Financial Implications of reducing hours

Tuition Fees charged: Current: $_____   Proposed: $ _____   Variation: $_____

HESG Funding: Current: $_____   Proposed: $ _____   Variation: $_____

Total Students in the Group: _____

Total Financial Impacts for the Group: c x (a + b) : $_____

7. Can evidence of participation / engagement for each student involved in the course/unit be produced?

8. Does the amendment relate to a Diploma or Advanced Diploma Program/Course: YES   /   NO

If yes, has the amendment been checked and approved by Student Administration:

YES   /   NO

Date Approved: ____/_____/_____

Approved by: _____

9. Additional or supporting documentation / comments:

Fed College Director / Executive Director VET:

_____

Signature: _____

Date: /   /