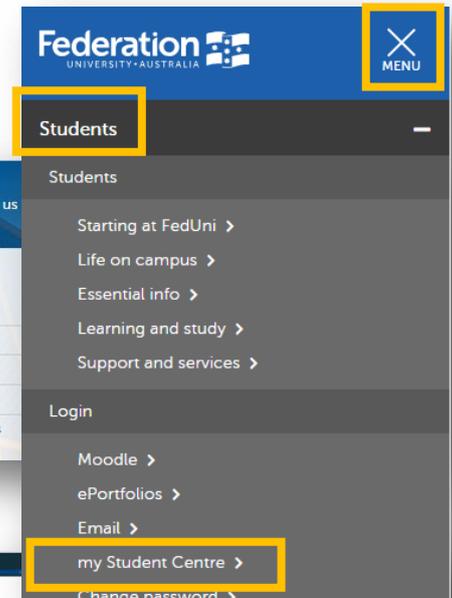
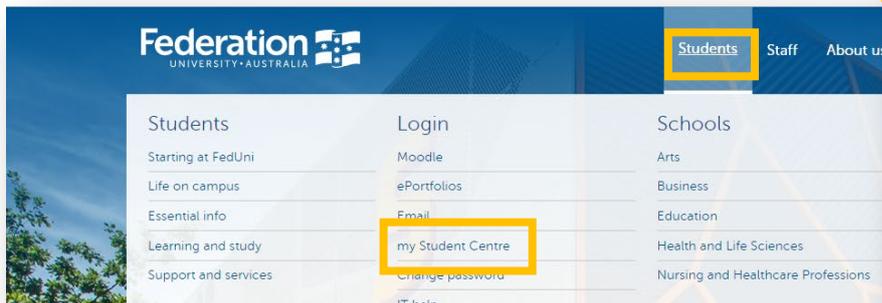


Amend your Program Status

Complete the steps below to request apply for Leave from Studies or Withdrawal from all Studies in my Student Centre.

To begin, go to the FedUni Homepage www.federation.edu.au hover on **Students**, then click on **my Student Centre**.

On a mobile device click on the **menu**, **Students** then **my Student Centre**.

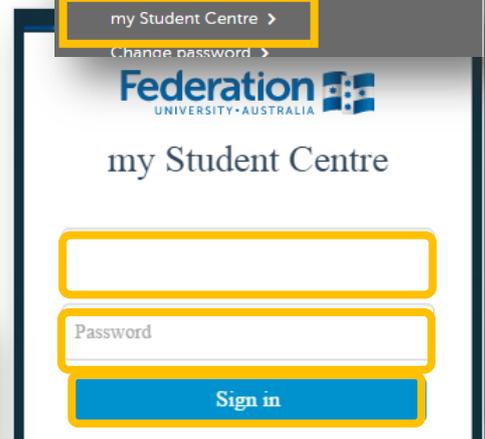
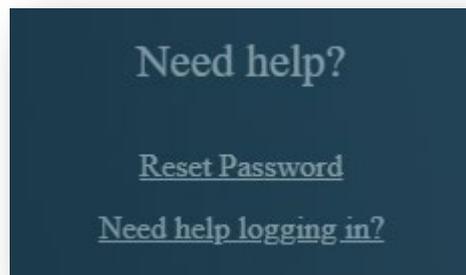


Log in using your Student ID number and password.

Your **User ID**: is your student number starting with the numbers 30XXXXXX

Your **Password** is the same password you use to logon to all Federation University computers.

If you are having trouble logging into my Student Centre click '**Need help logging in?**' or to reset your password click on the **Reset Password** link.

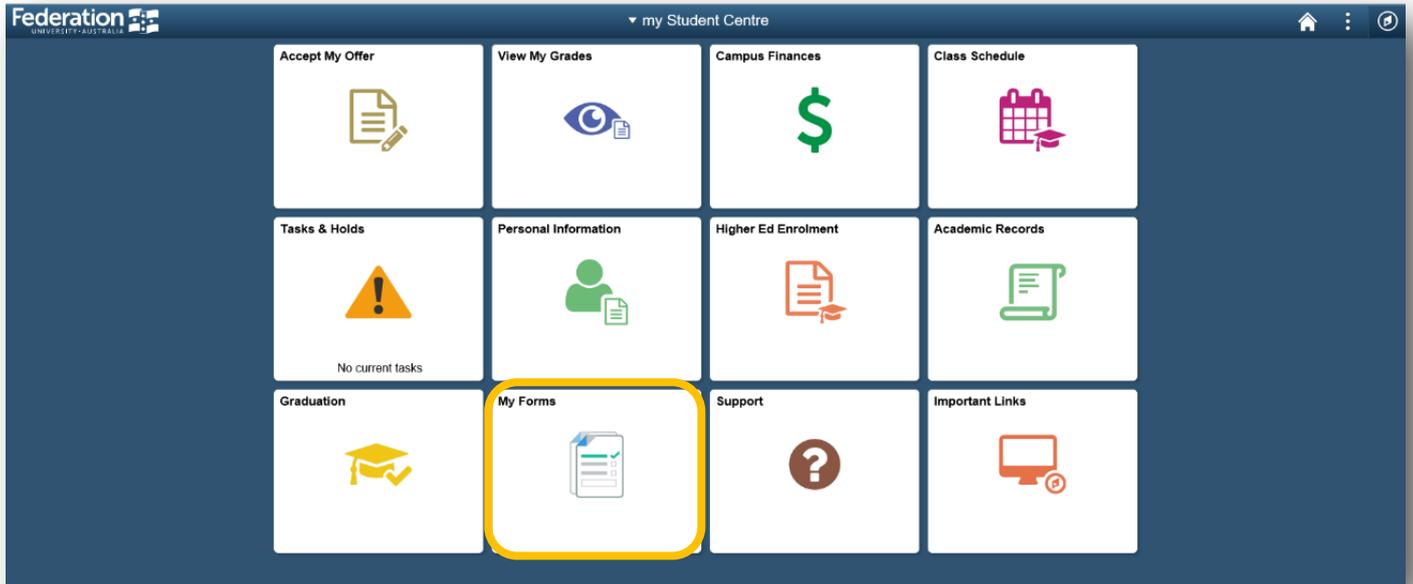


Help

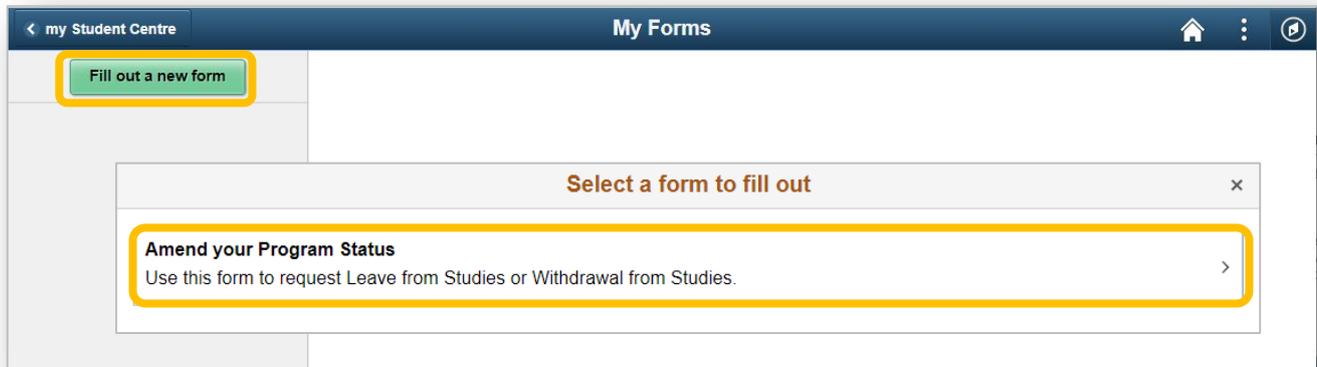
If you are having issues with your online request to amend your program status or need assistance contact

Student HQ on 1800 FED UNI (1800 333 864) or go to federation.edu.au/askfeduni

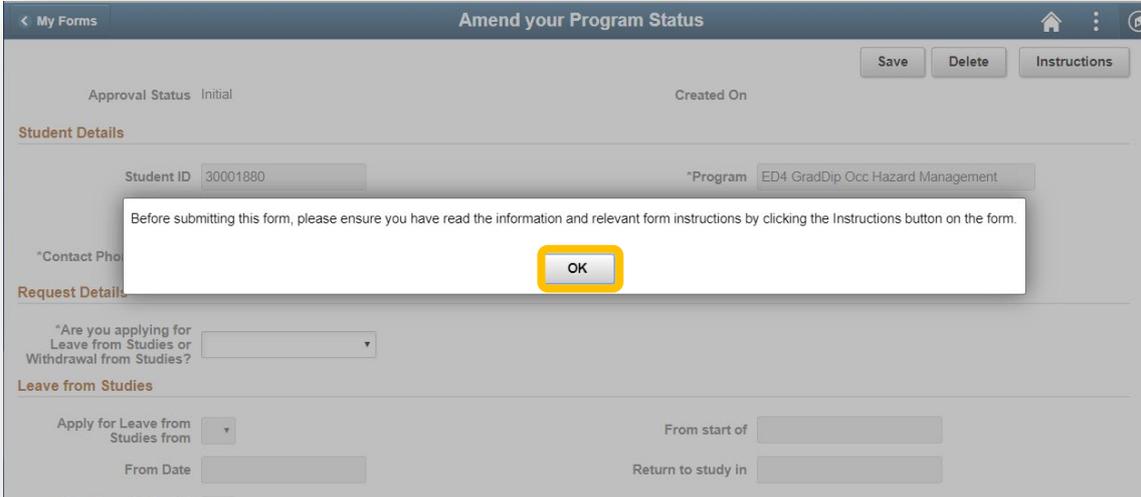
From your homepage click on the **My Forms** tile.



Click on the **Fill out a new form** button and select **Amend your Program Status**.

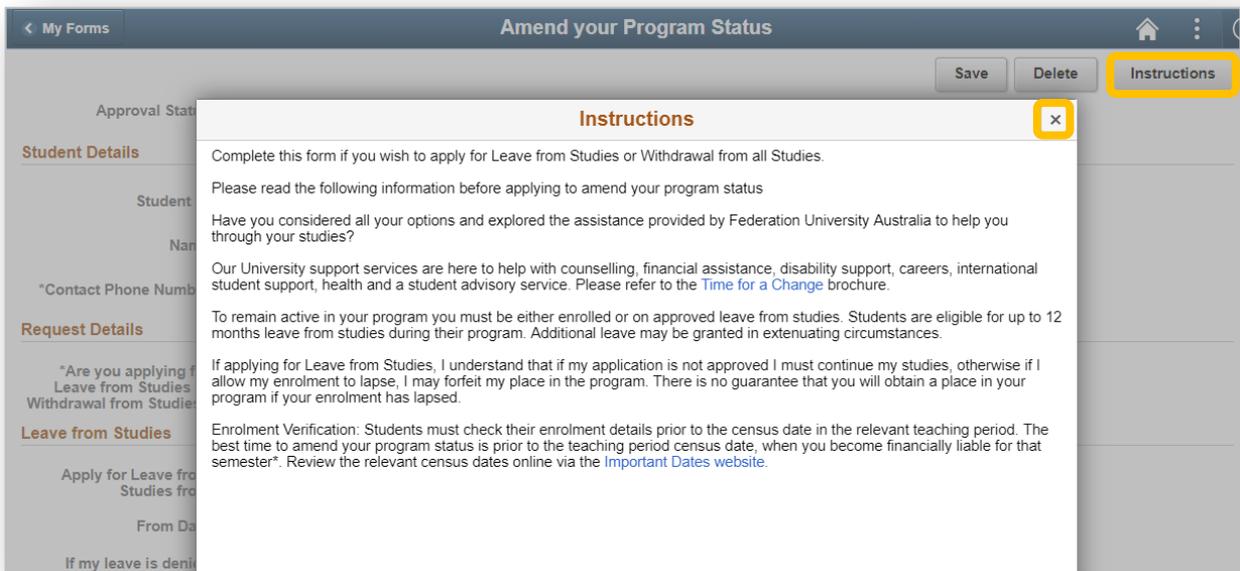


You will then be presented with a message to ensure you read the **Instructions** on the form before submitting. Press the **OK** button.



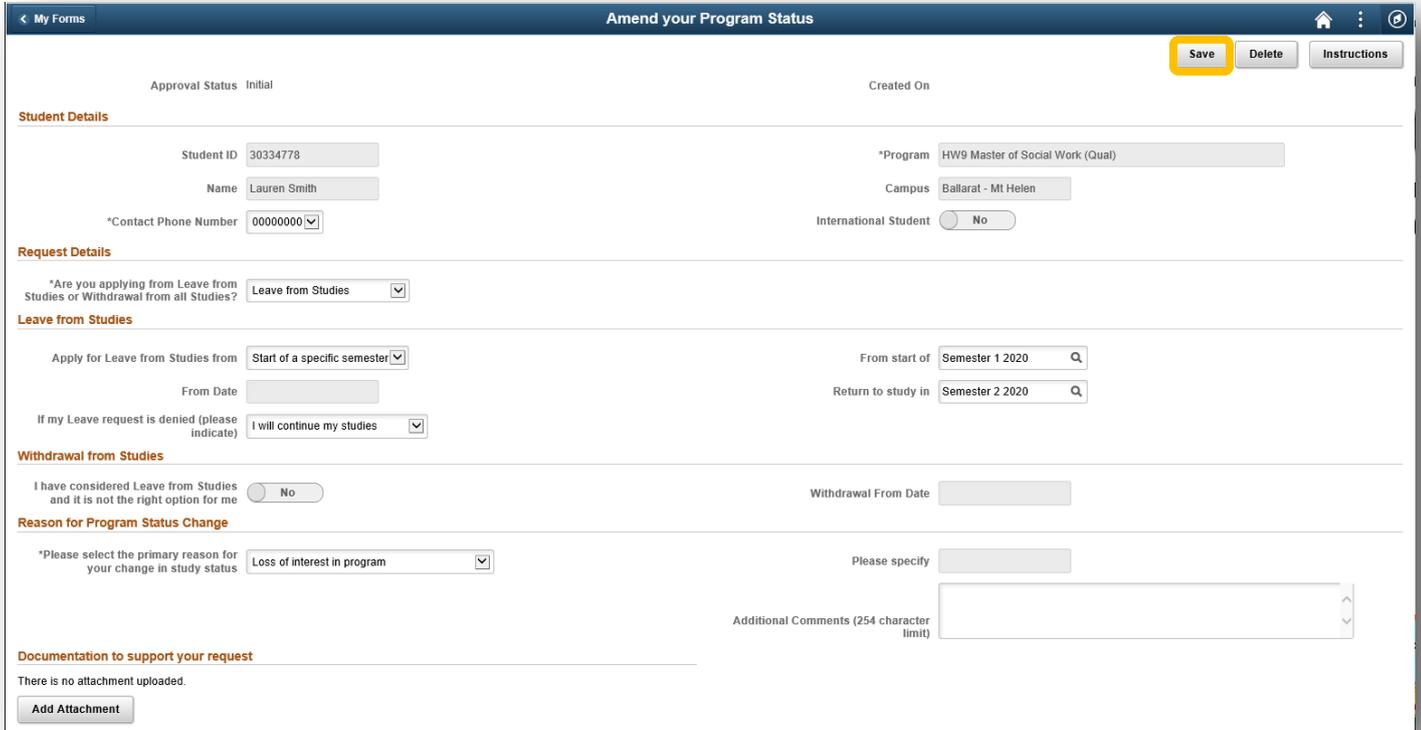
The screenshot shows the 'Amend your Program Status' form. At the top right, there are buttons for 'Save', 'Delete', and 'Instructions'. A modal message box is displayed in the center, containing the text: 'Before submitting this form, please ensure you have read the information and relevant form instructions by clicking the Instructions button on the form.' Below the message is an 'OK' button highlighted with a yellow border. The form background shows fields for 'Student ID' (30001880), '*Program' (ED4 GradDip Occ Hazard Management), and 'Request Details' including a dropdown for 'Are you applying for Leave from Studies or Withdrawal from Studies?' and 'Apply for Leave from Studies from'.

Click on the **Instructions** button to read the form instructions. Once you have read the instructions, click on the **X** button.



The screenshot shows the 'Amend your Program Status' form with the 'Instructions' modal open. The modal title is 'Instructions' and has a close button (X) in the top right corner. The modal content includes: 'Complete this form if you wish to apply for Leave from Studies or Withdrawal from all Studies.', 'Please read the following information before applying to amend your program status', 'Have you considered all your options and explored the assistance provided by Federation University Australia to help you through your studies?', 'Our University support services are here to help with counselling, financial assistance, disability support, careers, international student support, health and a student advisory service. Please refer to the [Time for a Change](#) brochure.', 'To remain active in your program you must be either enrolled or on approved leave from studies. Students are eligible for up to 12 months leave from studies during their program. Additional leave may be granted in extenuating circumstances.', 'If applying for Leave from Studies, I understand that if my application is not approved I must continue my studies, otherwise if I allow my enrolment to lapse, I may forfeit my place in the program. There is no guarantee that you will obtain a place in your program if your enrolment has lapsed.', and 'Enrolment Verification: Students must check their enrolment details prior to the census date in the relevant teaching period. The best time to amend your program status is prior to the teaching period census date, when you become financially liable for that semester*. Review the relevant census dates online via the [Important Dates website](#).' The 'Instructions' button in the top right of the form is highlighted with a yellow border.

Complete all editable fields on the form and attach any documentation to support your request. Once your application is complete, press the **Save** and then the **Submit** button.



Approval Status: Initial Created On: []

Student Details

Student ID: 30334778 *Program: HW9 Master of Social Work (Qual)
 Name: Lauren Smith Campus: Ballarat - Mt Helen
 *Contact Phone Number: 00000000 International Student: No

Request Details

*Are you applying from Leave from Studies or Withdrawal from all Studies? Leave from Studies

Leave from Studies

Apply for Leave from Studies from: Start of a specific semester From start of: Semester 1 2020
 From Date: [] Return to study in: Semester 2 2020
 If my Leave request is denied (please indicate): I will continue my studies

Withdrawal from Studies

I have considered Leave from Studies and it is not the right option for me: No Withdrawal From Date: []

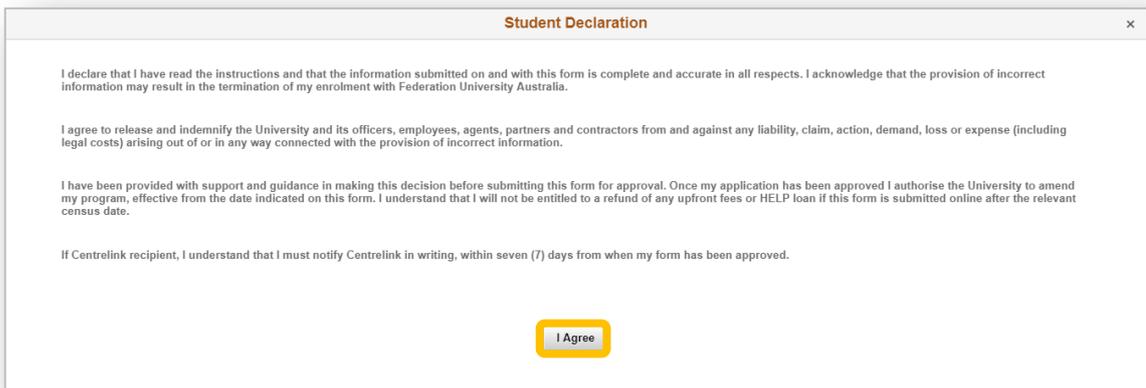
Reason for Program Status Change

*Please select the primary reason for your change in study status: Loss of interest in program Please specify: []
 Additional Comments (254 character limit): []

Documentation to support your request

There is no attachment uploaded.
 Add Attachment

You will then be presented with the **Student Declaration**. Press the **I Agree** button.



Student Declaration

I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with Federation University Australia.

I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

I have been provided with support and guidance in making this decision before submitting this form for approval. Once my application has been approved I authorise the University to amend my program, effective from the date indicated on this form. I understand that I will not be entitled to a refund of any upfront fees or HELP loan if this form is submitted online after the relevant census date.

If Centrelink recipient, I understand that I must notify Centrelink in writing, within seven (7) days from when my form has been approved.

I Agree

Once you have successfully submitted the form, you will no longer be able to edit any fields on the form. The status of the form is also updated to Pending Approval.

You will receive a notification of the outcome of your application via email.

You will also be able to monitor the outcome of your submitted forms by looking at the **Approval Status** of the appropriate form within the **My Forms Tile** in my Student Centre.



| Form | Approval Status | Created Datetime | Submitted Datetime |
|---------------------------|-----------------|------------------|--------------------|
| Amend your Program Status | Pending | 14/11/19 10:28AM | 14/11/2019 10:31AM |
| Amend your Program Status | Pending | 11/11/19 1:56PM | 11/11/2019 2:00PM |
| Amend your Program Status | Denied | 11/11/19 12:01PM | 11/11/2019 12:01PM |
| Amend your Program Status | Denied | 11/11/19 11:35AM | 11/11/2019 12:00PM |
| Amend your Program Status | Approved | 11/11/19 12:01PM | 11/11/2019 12:01PM |
| Amend your Program Status | Approved | 08/11/19 12:30PM | 08/11/2019 12:30PM |
| Amend your Program Status | Denied | 11/11/19 11:23AM | 11/11/2019 11:23AM |
| Amend your Program Status | Denied | 08/11/19 9:57AM | 08/11/2019 9:57AM |