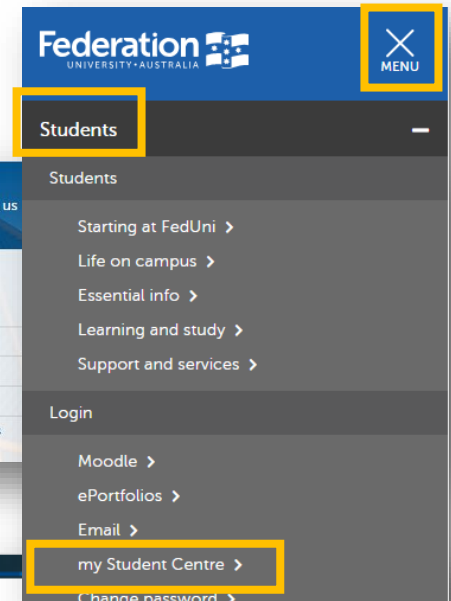
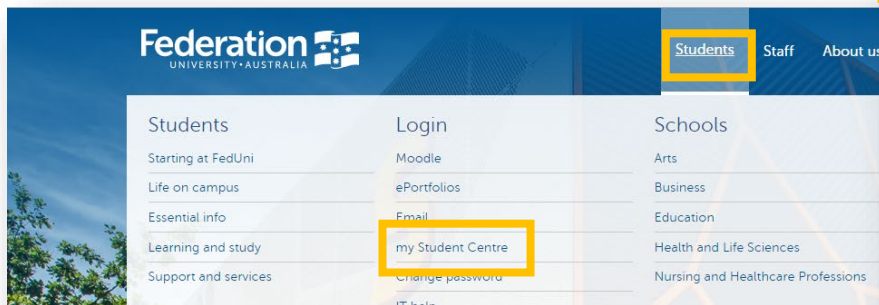


Amend your Program Status

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**.

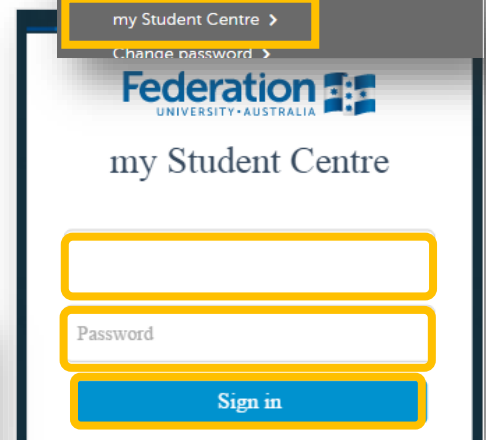
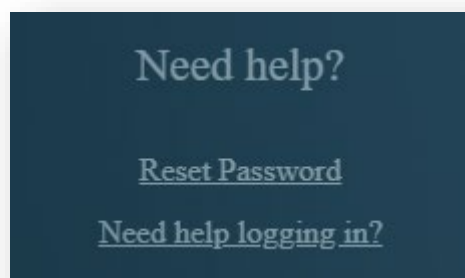


Log in using your Student ID number and password.

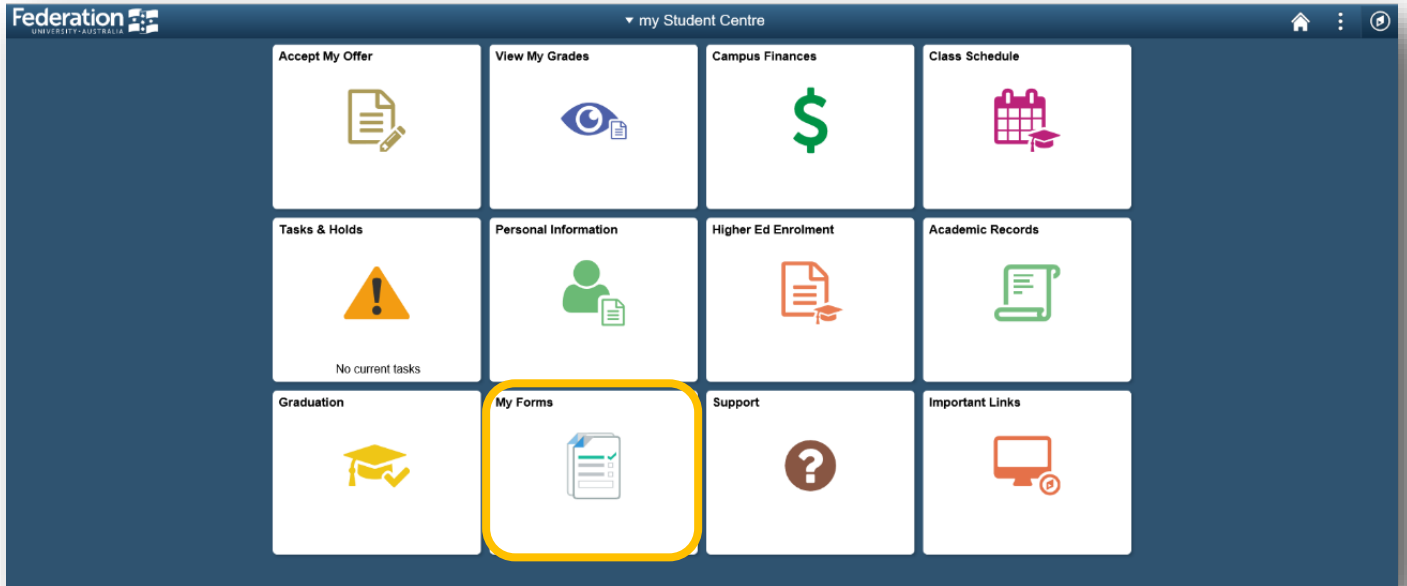
Your **User ID**: is your student number starting with the numbers 30XXXXXX

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

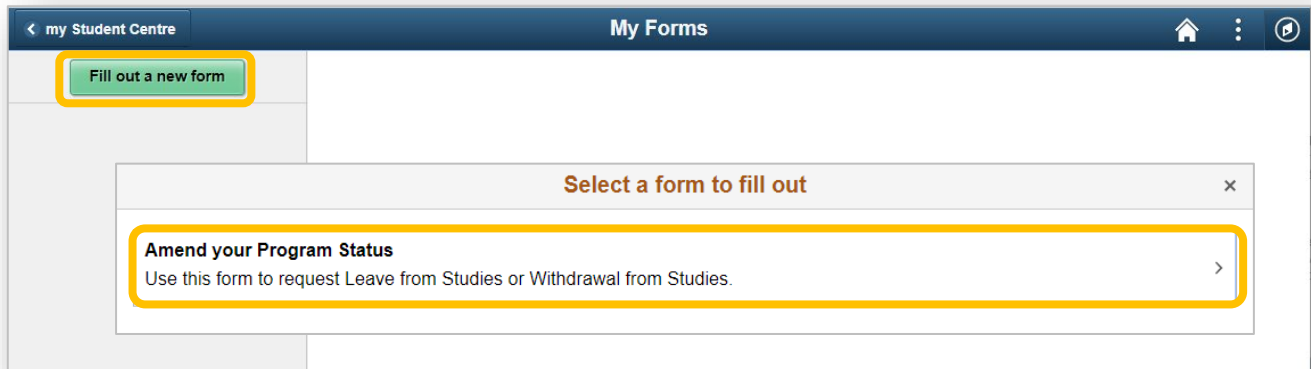
If you are having trouble logging into my Student Centre click '**Need help logging in?**' or to reset your password click on the **Reset Password** link.



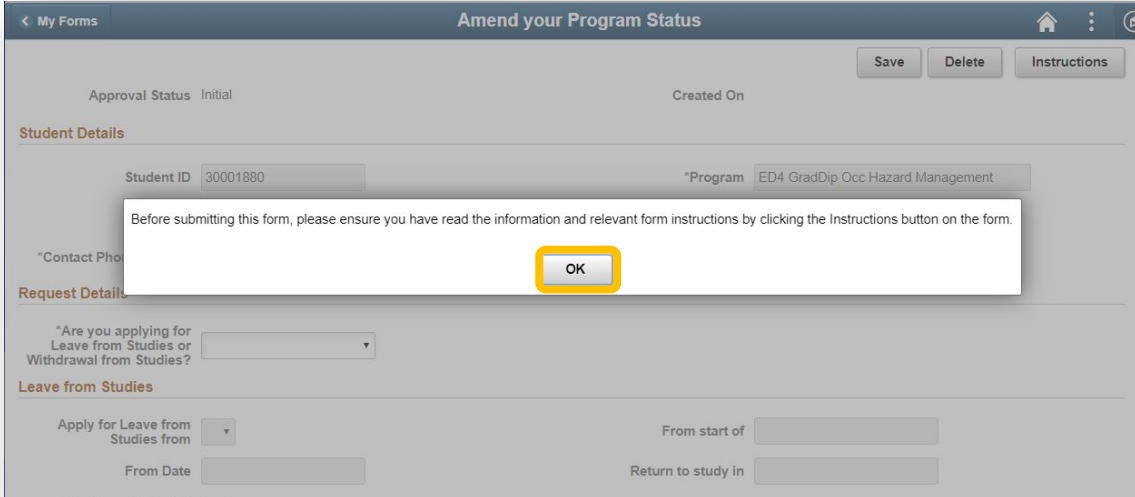
From your homepage click on the **My Forms** tile.



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

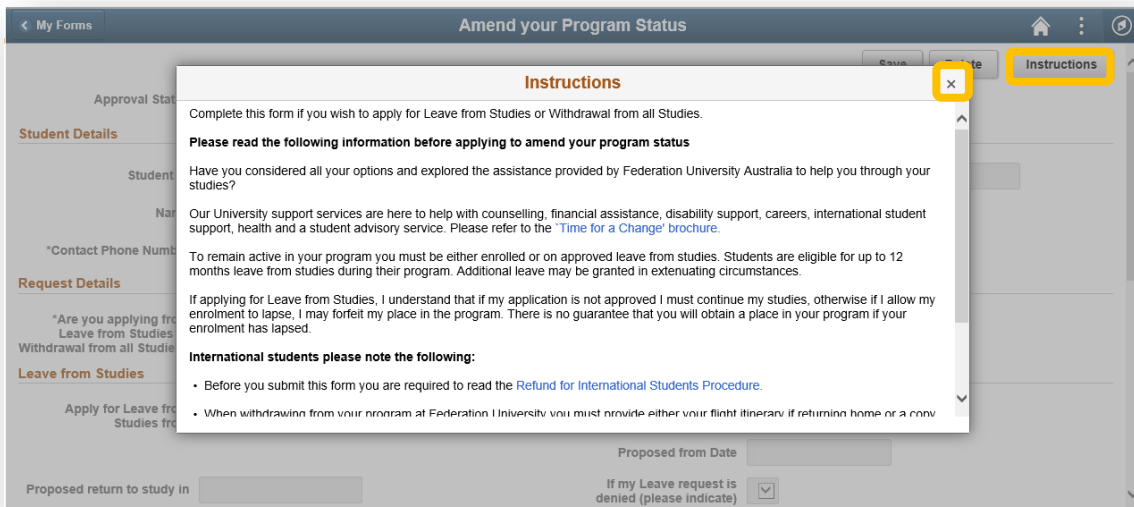


You will then be presented with a message to ensure you read the **Instructions** on the form before submitting. Press the **OK** button.



The screenshot shows the 'Amend your Program Status' form. At the top right, there are buttons for 'Save', 'Delete', and 'Instructions'. A modal dialog box is displayed in the center with 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 text is an 'OK' button highlighted with a yellow border.

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' dialog box open. The dialog box has a title bar with 'Instructions' and a close button (X). The text inside the dialog box reads: '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. International students please note the following: • Before you submit this form you are required to read the [Refund for International Students Procedure](#). • When withdrawing from your program at Federation University you must provide either your flight itinerary if returning home or a copy of your return ticket to the University. Proposed from Date: [input field]. If my Leave request is denied (please indicate): [dropdown menu].

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.

← My Forms
Amend your Program Status

Approval Status: Initial Created On: 19/02/2020

Student Details

Student ID: <input type="text" value="30376014"/>	*Program: <input type="text" value="BCS B Commerce"/>
Name: <input type="text" value="Amandeep Kaur"/>	Campus: <input type="text" value="ATMC - Sydney 2"/>
*Contact Phone Number: <input type="text" value="00000000"/>	International Student: <input checked="" type="radio"/> Yes

Request Details

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

Leave from Studies

Apply for Leave from Studies from: <input type="text" value="Start of a specific semester"/>	Proposed from start of: <input type="text" value="PP Semester 1 2020"/>
Proposed from Date: <input type="text"/>	Proposed return to study in: <input type="text" value="PP Semester 2 2020"/>
If my Leave request is denied (please indicate): <input type="text" value="I will continue my studies"/>	

Approved Leave Details (Institution Use Only)

Leave approved from date: <input type="text"/>	Leave approved from start of: <input type="text"/>
Leave approved to return to study in: <input type="text"/>	

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:

Please specify:

*Additional Comments (254 character limit):

Documentation to support your request (e.g. flight itinerary if going home or letter of offer of COE from new education provider)

*Description: <input type="text" value="Leave_form_info.docx"/>	Leave_form_info.docx
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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.

International students: I have read the Refund for International Students Procedure prior to submitting this form. I also understand that the University will notify Immigration of the change to my study status.

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.



my Student Centre My Forms

[Fill out a new form](#)

*View By Status

- All 18
- Approved 5
- Denied 11
- Pending Approval 2

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