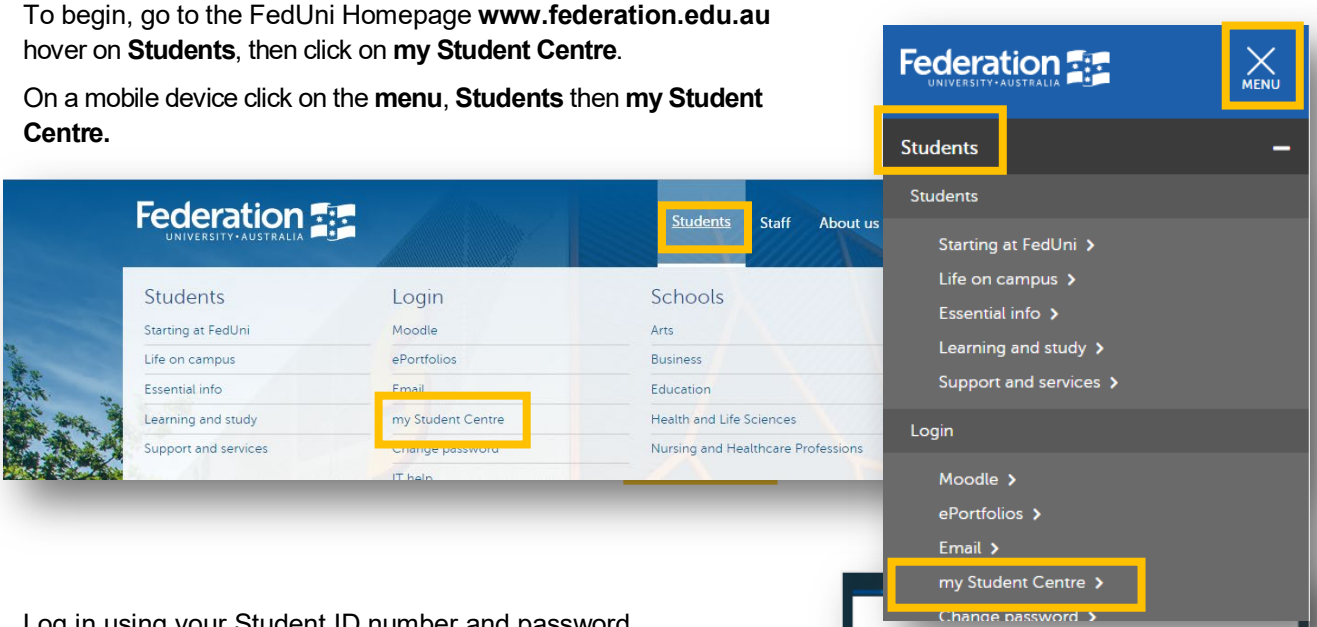
Amend your Program Status

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**.

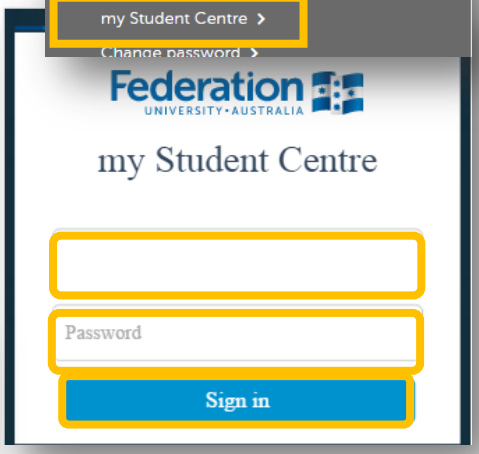
On a mobile device click on the **menu**, **Students** then **my Student Centre.**



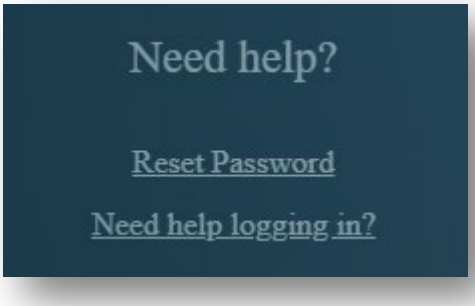
Log in using your Student ID number and password.

*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.

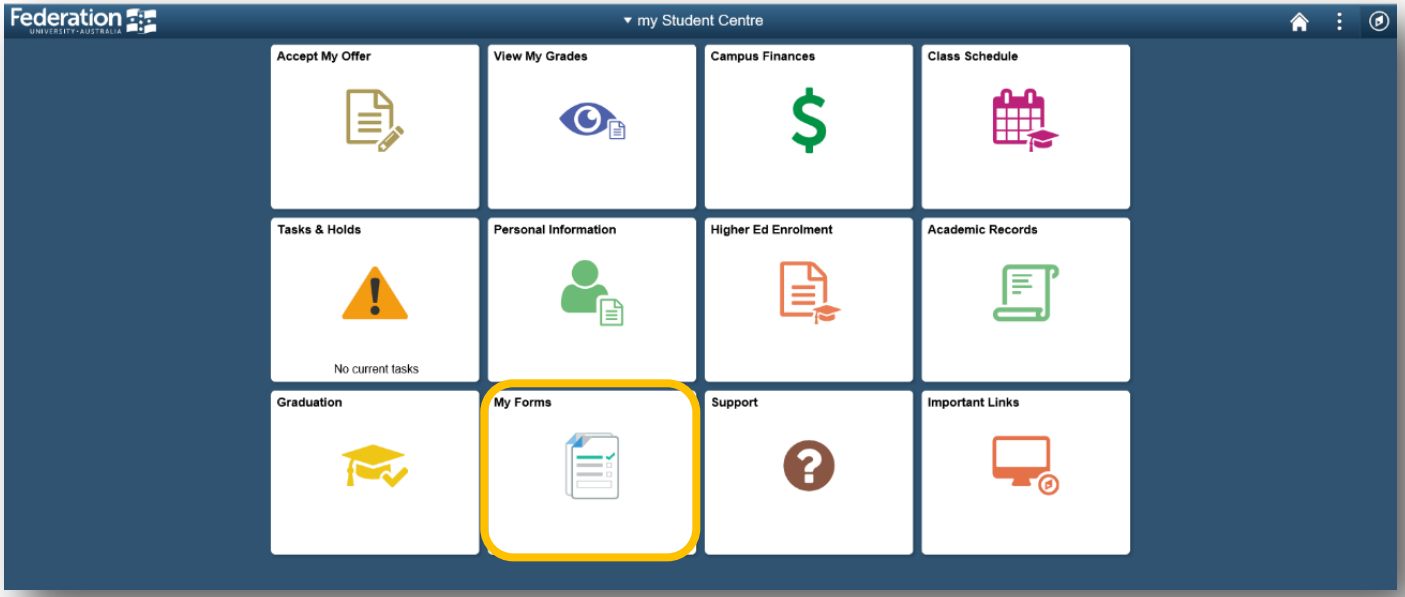


Help

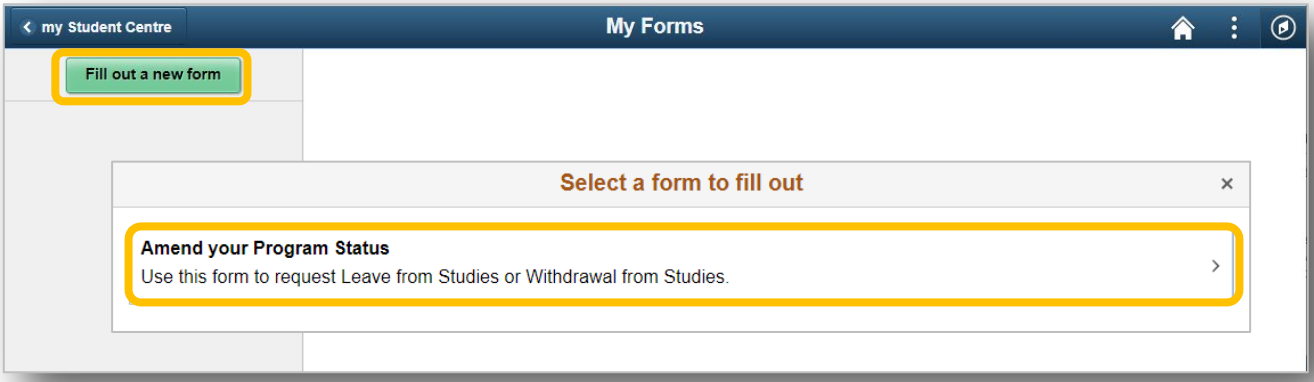
If you are having issues with your online request to amend your program status or need assistance contact

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

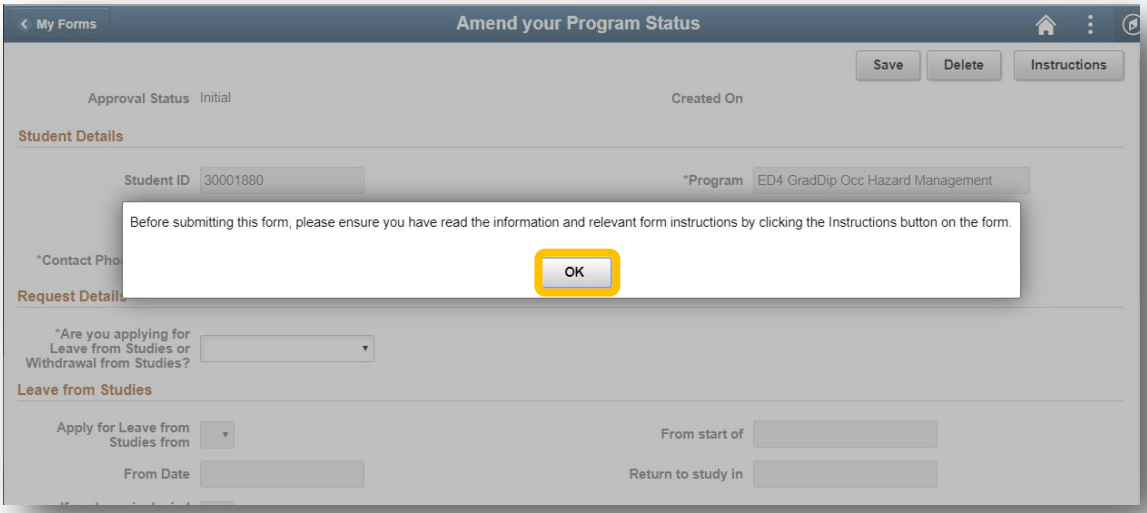
From your homepage click on the **My Forms** tile.



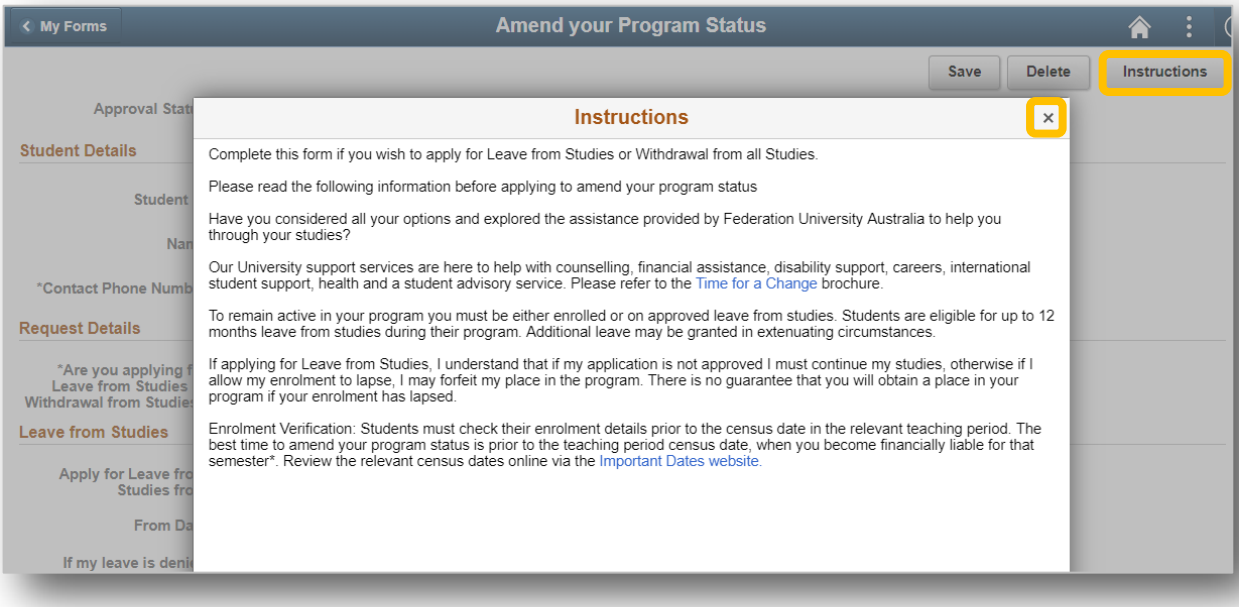
Click on the **Fill out a new form** button and select **Amend your Program Status**.



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

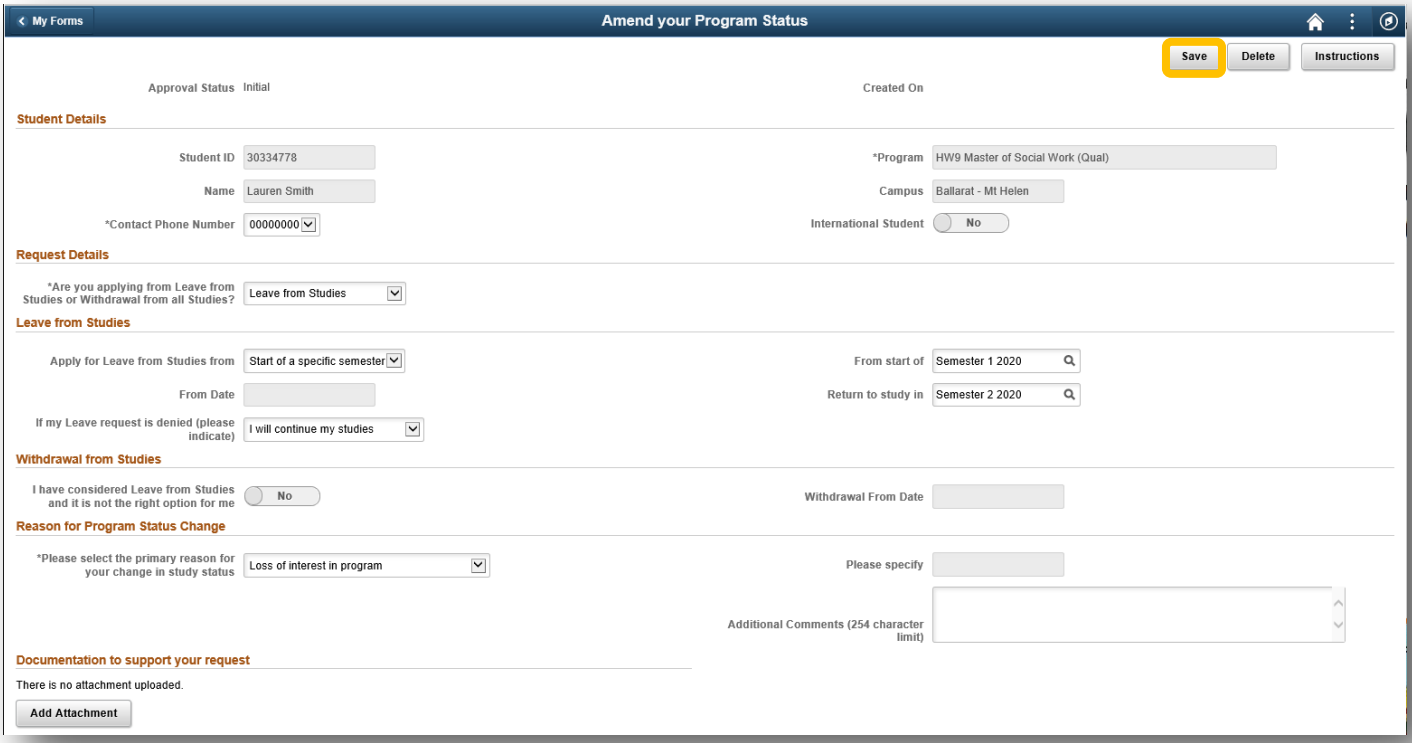


Click on the **Instructions** button to read the form instructions. Once you have read the instructions, click on the **X** button.

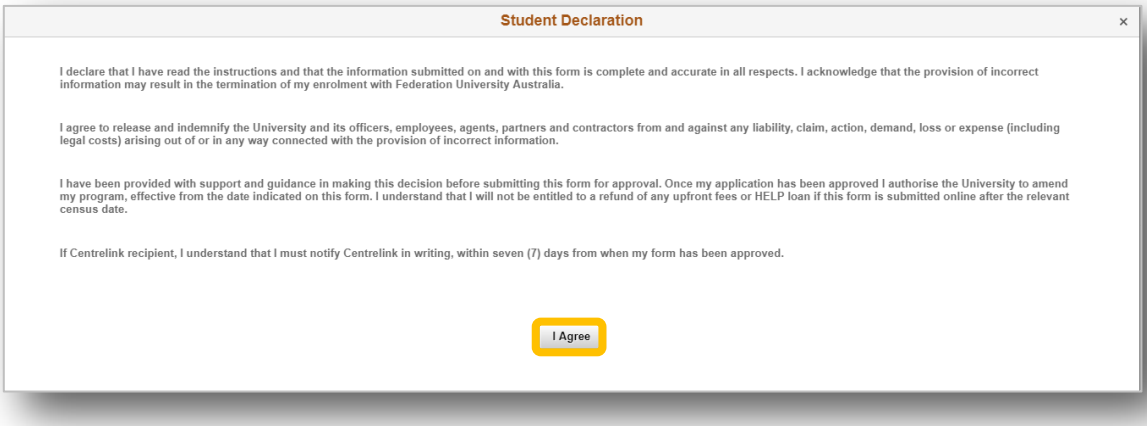


Complete all editable fields on the form and attach any documentation to support your request.

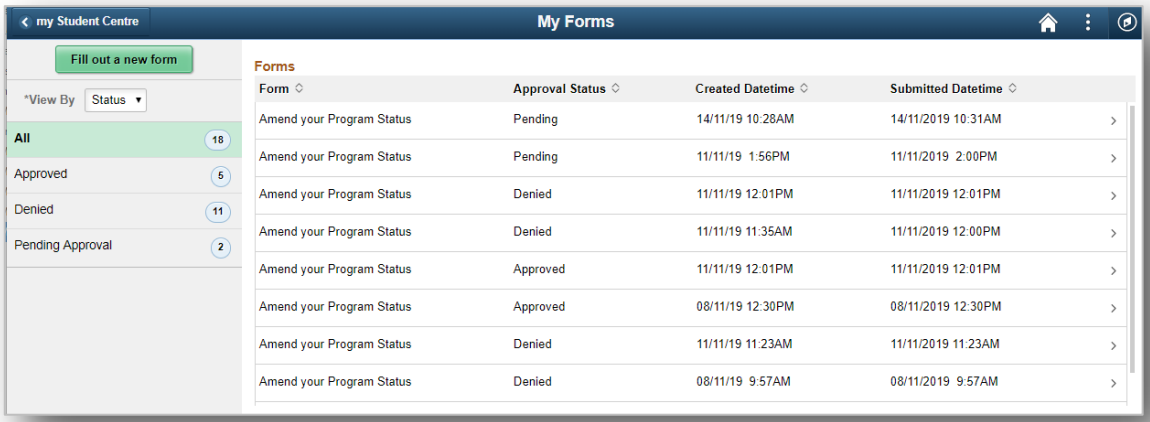
Once your application is complete, press the **Save** and then the **Submit** button.



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



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.