

## SPECIAL STUDIES PROGRAM (SSP) AMENDMENT FORM

**PLEASE COMPLETE AND FORWARD TO:**

Faculty's Special Studies Committee.

This form is used to obtain an approval for any significant variation from the period or itinerary set out in your original application.

### APPLICANT DETAILS (P)

APPLICANT'S SIGNATURE

Applicant

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**RECOMMENDATION (SIGNATURE REQUIRED)**

**Convener, Faculty SSP Committee**

Ensure applicant has been advised of the outcome of their request for variation, including any resulting changes to the pre-approved financial support

Retain the approved Amendment form, to be attached to the Commencement form 6 weeks before the start of SSP

OR

If submitted on staff member's return, where an adjustment to SSP leave or SSP Living Allowance is required, forward to HR for processing. If no adjustment required, forward to the Records Management Office for filing on the Staff member's file

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