**Programme Managers are responsible for**:

* Completing the top section of the course amendment form and sending an electronic copy to the Admin Hub (mcladmin@medway.gov.uk) (found on the W drive, Master forms\Class Management\Class Management Procedures and forms)
* Informing tutors of the new details

**PLEASE NOTE**

Courses can be postponed no more than once, after which time a decision must be made to run or cancel. Curriculum staff must be absolutely sure of recruiting the numbers to run after the 1st postponement.

**No postponement of Saturday courses, they either run or are cancelled.**

**Admin Hub is responsible for:**

* Amending the course on Aqua – altering the timetable/sessions/glh/start and end dates, putting a note in the custom fields on the course details and inserting an asterisk at the beginning of the course title to alert everyone to the change. DO NOT AMEND THE COURSE TITLE
* Informing learners of the change by letter as directed by the PAL e-mailing a copy of the amendment form to Chris Osborne for salary purposes
* Updating the rooming spreadsheet(s)
* Transferring learners on Aqua and amending fees
* Ensuring finance are given full details to issue refunds within the specified timeframe.