# COURSE DETAILS 2026

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| **Course Code:**<br>*Office use only* | |
| **Description:**<br>**(max. 40 characters including spaces)**<br>*The title of your course* | |
| **Frequency:**<br>*How often? Weekly, Monthly etc* | |
| **Tutor:**<br>*Name of tutor/facilitator* | |
| **Tutor 2:**<br>*If you have a backup tutor* | |
| **Type:**<br>*Term, Semester, Full Year* | |
| **Location:** *Discuss with venues officer where is your course held* | |
| **Start Day & Date:**<br>*The date of your first class/activity* | |
| **Finish Date:**<br>*The date of your last class/activity* | |
| **Start Time:**<br>*The time your class/activity will start* | |
| **Finish Time:**<br>*The time your class/activity will end* | |
| **Fee:** *Calculated by our Treasurer/Systems Admin* | |
| **Number of weeks:**<br>*Number of classes per term/semester* | |
| **Maximum Enrolments:**<br>*Maximum number of enrolments* | |
| **Number Enrolled:** *Not required* | |
| **Send Email Reminder:** *Not required* | |
| **Comments:**<br>**(max. 2000 characters incl. spaces)**<br><br>*Describe your course in detail*<br><br>*What members can expect Will*<br><br>*there be any extra cost* | |
| **Additional Comments and Prerequisite:**<br><br>*Extra information on venue address:*<br><br>*Tutor contact details:* | |