



## EXTENSION APPLICATION FORM

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Course: \_\_\_\_\_

❖ **What is 'extension'?**

Extension refers to extending your course duration.

❖ **How long can I extend for?**

The maximum extension application is for three months.

❖ **How much does an extension cost?**

Extensions cost \$50 per month or \$150 in total. You do have the option to apply for three months and pay in monthly instalments if necessary. You will need to pay for your extension in order for it to be approved.

❖ **Does this mean I need to complete both Certificate III and IV within three months?**

No. The extension you are applying for is just for the Certificate you are currently enrolled in. When you have completed Certificate III, you will have a full 12 months to complete Certificate IV within.

*All students have the right to apply for an extension to their course. All reasonable situations regarding a failure to complete the requisite course requirements, or access to course extensions, will be considered at the RTO Manager's discretion.*

\*\* Applications submitted without additional paperwork outlining extenuating circumstances **may** be denied\*\*

**Extenuating circumstances may include:**

- **Medical Reasons** – where a medical condition has prevented you from completing an assessment by the due date or has held you back from completing the course.
  - **Supporting documentation required:** *A statement from a doctor including the date your medical condition first prevented you from participation in study and the date the doctor considers you will be well enough to resume studies.*
- **Family/Personal Reasons** – due to unforeseen personal/family reasons that are beyond your control, you are unable to complete an assessment by the due date or are impeded from completing the course.
  - **Supporting documentation required:** *a Statutory Declaration outlining the situation/circumstances.*
- **Employment Related Reasons** – where your employment arrangements change unexpectedly due to circumstances beyond your control preventing you from completing an assessment by the due date.
  - **Supporting documentation required:** *a statement from your employer indicating your previous work hours and location; your current work hours and location; and the date the employment circumstances changed and the reason why.*
- **Disability Reasons** – A disability that is temporary, permanent or fluctuating may prevent you from submitting assessment tasks by due dates and have an impact on the time required to complete the course.
  - **Supporting documentation required:** *A statement from a doctor/counsellor including the date your condition first prevented you from participation in study and the date the doctor/counsellor considers you will be well enough to resume studies.*





Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for application: \_\_\_\_\_

Multiple horizontal lines for writing the reason for application.

I am applying for: \_\_\_\_\_ 1 Month  \_\_\_\_\_ 2 Months  \_\_\_\_\_ 3 Months

Now that you have almost completed your application, please call through to our head office to make a payment on 1300 887 017.

I have supplied supporting documents with my application \_\_\_\_\_ Initial

**\*\* Applications submitted without additional paperwork outlining extenuating circumstances *may* be denied\*\***

I hereby acknowledge that the above statement is true and accurate to the best of my knowledge:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY		
Date received:	Signature:	
Action to be taken		
Supply supporting documentation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>APPROVED</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

