

Request for Extension of CoE

STUDENT DETAILS

Student ID:	Date of Birth:
Family Name:	Given Name(s):
Email Address:	USI Number:
Course Name:	Course Code:

Under National Code Standard 9, the Institute may extend the duration of the student's course only in the following circumstances:

- On medical grounds (a medical practitioner's certificate indicating the student is unable to attend class) and a deferment or suspension of study has been granted; or
- In exceptional compassionate, compelling circumstances beyond the student's control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstance is required) and a deferment or suspension of study has been granted.
- Where the Institute is unable to offer a key or prerequisite unit at the time it is required a deferment or suspension of study has been granted.
- Where the Institute is implementing an intervention strategy for students at risk of not meeting academic progress requirements.
- Where the Institute has approved the deferral of commencement of studies or the suspension of study.
- NB:- Any extension to or changes to the COE will be notified via PRISMS and a new COE created (if necessary)

Original start of COE: Original End Date of COE:

Reason for extending COE:

Coordinator's Signature:

Student's Signature:

Date:

OFFICE USE ONLY

Date of submission: Administrator's Signature:

Approval from training manager: Yes No Signature:

CoE to extend for another..... week (s)/ month (s)

Update data on PRISMS & RTO Manager on/...../.....20.....