

FR1.7

Course Extension Request Form

This form is used where a student wishes to request an extension to the maximum duration of their course, for a **maximum of 6 months**. Prior to submitting this form, students should familiarise themselves with the terms of their Student Agreement, and the eligibility criteria below.

STUDENT DETAILS

Name:

Enrolment Number:

Course:

Email:

Phone:

EXTENSION REQUEST

Please tick the number of months:

☐

1 month

☐

2 months

☐

3 months

☐

4 months

☐

5 months

☐

6 months (MAX)

REASON FOR REQUEST

ELIGIBILITY CRITERIA

Course extensions are at OC's discretion and subject to the following eligibility criteria:

- all course fees that are due at the time have been paid – students will be required to pay any arrears prior to the request being reviewed
- the maximum duration of the course has not expired
- the 6-month maximum allowed extensions has not been exceeded
- there are no material changes to the training package for the course, or the course is not in a teach-out period
- payment of the Course Extension Fee as set out in the Schedule of Administrative Fees (under Key Student Information on OC's website)

DECLARATION

In submitting this Course Extension Request, the student acknowledges the eligibility conditions that apply to extensions, including the requirement for payment of course extension fee.

Signature:

Date:

Please return to the Student Support team via email to studentsupport@opencolleges.edu.au.

If your request is approved, you will be contacted for payment of the Course Extension Fee before the extension can be applied to their enrolment.