

Request for Extension of CoE

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 circumstances beyond the student's control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances 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 and a deferment or suspension of study has been granted.
- Where the Institute is implementing an intervention strategy for students at risk of not making satisfactory course progress.
- Where the Institute has approved the deferral of commencement of studies or the suspension of study.
- When students are transitioned to new training packages and the transition and teach out periods result in an extension of course duration.

NB: Any extension granted to the original period of study must be reported via PRISMS and if necessary a new CoE will be issued within 31 days of the student's request. For any request to extend the course duration that is made more than 2 months after the course end date has passed will be refused and instead will be treated as a new application for enrolment. Due to students being expected to complete the course within the duration specified in their CoE, any extension of the course after the course end date will incur a fee of \$250 per week.

(Refer to P09: Completion within the expected duration of study for more details)

For course package, if duration of the first course is extended, the start dates and end dates of subsequent courses are subject to change accordingly.

STUDENT DETAILS

Student ID Number:	<input type="text"/>	USI no.:	<input type="text"/>	Date of Birth:	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Family Name:	<input type="text"/>			Given Name:	<input type="text"/>					

COURSE DETAILS

Course Name:	<input type="text"/>	Course Code:	<input type="text"/>
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REASON FOR THE EXTENSION OF CoE

Please tick appropriate box(es)

- Compassionate or compelling circumstances beyond the control of the student*
- Implementation of an intervention strategy due to not making satisfactory course progress
- Deferment or suspension of study has been granted

DETAILS OF EXTENSION OF STUDY

Proposed start date:	<input type="text"/>	Total week(s):	<input type="text"/>
Proposed end date:	<input type="text"/>	Total amount owed:	<input type="text"/>

STUDENT DECLARATION

I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing of the application. If my request is approved, I agree to pay the fee to extend my existing enrolment and acknowledge that it is my responsibility to notify DIBP of the extension to my existing enrolment. *I also understand that I need to provide documentary evidence supporting my reason.

Student Signature: Date:

If approved, the Institute will report the changes to your existing enrolment via PRISMS within 31 working days. If you require more information as to how this action may affect your visa, contact your local DIBP office or phone DIBP helpline 131 881.

FOR OFFICE USE ONLY

Date of Submission:	<input type="text"/>	Administrator name:	<input type="text"/>	Signature:	<input type="text"/>
Approval from Student Support:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name & Signature:	<input type="text"/>	Date:	<input type="text"/>
Approval from Finance:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name & Signature:	<input type="text"/>	Date:	<input type="text"/>
Admissions Officer Name:	<input type="text"/>	Signature:	<input type="text"/>	Updated SMS & eCoE issued on:	<input type="text"/>

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