

Request for Extension of CoE

Under National Code 2018 Standard 8, Baxter 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: USI no. Date of Birth: - -

Family Name: Given Name:

COURSE DETAILS

Course Code: Course Name:

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: / / Total week(s):

Proposed end date: / / Total amount owed:

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 Department of Home Affairs of the extension to my existing enrolment. *I also understand that I need to provide documental 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 the Department of Home Affairs via Enquiry line 131 881.

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
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FOR OFFICE USE ONLY

Date of Submission: Submitted to: Signature:

Finance Check: Approved: Yes No

Finance Officer's name: Signature:

Progress Check: Approved: Yes No

Student Support Officer's name: Signature:

Application approved: Yes No

Approving Officer's name: Position:

Approving Officer's signature: Date:

Comments (if any):

E-mail notification sent to student on:

Update SMS :

eCOE issue date :

Update PRISMS:

Admission Officer's name:

Signature:

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If your contact details have changed since you lodged your application, please provide your new details by logging on to your student portal account, ask the Baxter Institute reception/student support hub how to in person or email reception@baxter.vic.edu.au, otherwise we may not be able to contact you with important information. Only changing your address via the student portal will be accepted.