

Application for Course Duration Extension

Please read the Course Completion with the expected duration of study Policy and Procedure before filling out this form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies.

STUDENT DETAILS		
Family Name:	Given Name/s:	
Date of Birth:	Phone:	Mobile:
Email:		
Course Title:	Course Code:	
Course Start Date	Course End Date	
Current Address in Australia (if applicable):		
Suburb:	State:	Post Code:
Trainer's name:	Class name:	

Course Progress History:				
Study Period #	Assessment date	Progress Outcome	Recommendation	Trainer Initials

Please provide support documents (list here)
1.
2.
3.

Reasons to extend the course by weeks because of the following Compassionate or compelling reasons (beyond student control) example of such include but not limited to:
<input type="checkbox"/> Illness
<input type="checkbox"/> RTO was unable to offer a pre-requisite unit
<input type="checkbox"/> Bereavement of close family members such as parents or grandparents
<input type="checkbox"/> Major political upheaval or natural disaster in the home country requiring emergency travel
<input type="checkbox"/> A traumatic experience which could include involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime
<input type="checkbox"/> Inability to begin studying on the course commencement date due to delay in receiving a student visa
<input type="checkbox"/> If a student is at risk of not achieving satisfactory course progress and AICT is implementing its intervention strategy that requires the period of study to extend
<input type="checkbox"/> Failing occasional units throughout the course, but not performed so poorly as to be identified progress.

Student signature: _____ Date: ____/____/____

International Admission Manager Name: _____

Signature: _____ Date: ____/____/____

Recommendation: Approve / Not Approve / Require more information

- Once this application is completed, place this document within the students file