

## HEFOR30 Course Extension Form

### PART A – INFORMATION TO STUDENT

**Application for extension of study may only be submitted on the following grounds:**

1. Compelling or compassionate circumstances which have delayed progress. In the case of compassionate circumstances, documentation to support the request, such as medical certificates, should be provided.
2. An intervention strategy implemented for students having difficulties in their course.
3. Compelling circumstances for extension of study include failure in subjects which did not place the student in a position of unsatisfactory progress and therefore they were not identified for an intervention strategy.

**Next steps:**

Provided that the form is complete and relevant documents are attached, SCEI-HE will action approval and calculate the fees payable for the proposed additional study (*if applicable*).

### PART B – STUDENT DETAILS

Student ID:	
Student First Name/s:	
Student Last Name/s:	
Date of Birth (DD/MM/YYYY):	
USI Number:	

### PART C – COURSE INFORMATION

Course Name:	
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### PART D – EXTENSION REQUEST

Course Extension Duration <i>(New expected course end date)</i>	
Reason for extension application <i>(Where appropriate, supporting documentation is to be attached. Extensions may be granted on compelling and compassionate grounds or special circumstances)</i>	
Evidence Provided	<input type="checkbox"/> Attachment(s) Please specify:



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### PART E – STUDENT DECLARATION

I declare that the information provided by me is accurate and complete. By signing this form, I declare that I understand the conditions stated on this form.

**International students:**

I am aware if a Confirmation of Enrolment (CoE) extension is granted by SCEI-HE, it does not guarantee that the relevant government department will approve a visa extension.

I understand it is my responsibility to consult with the relevant government department in relation to my visa status.

Student Name:

Student Signature:

Date:

### OFFICE USE ONLY

#### STEP 1 – RECEIVING EXTENSION FORM

This section is to be completed by **SCEI-HE staff who is receiving** the application from the student

- All required sections completed  
 Student signature  
 Supporting documents provided (If relevant)

Staff Name:

Staff Signature:

Date:

#### STEP 2 – ASSESSMENT OF APPLICATION

This section is to be completed by the Course Coordinator/Academic Director and/or delegate who is assessing the application

**Application Approved**

**Application Rejected**

Reason (s) \_\_\_\_\_

Staff Name:

Staff Signature:

Date:

#### STEP 3 – ADMINISTRATION AND STUDENT SUPPORT

This section is to be completed by the Administration Officer and/or delegate who is assessing the application.

- Student notified in writing  
 Student Management System updated  
 Notified outcome email, signed form and relevant documents uploaded into Student ManagementSystem  
 COE Updated

Staff Name:

Staff Signature:

Date: