



## Request for Extension of CoE

Under National Code 2018 Standard 8, Skyline 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 was unable to attend class) and a deferment or suspension of study has been granted; or
- In exceptional compassionate circumstances beyond the students' 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 into new training packages, the transition and teaching 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.

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

### STUDENT DETAILS

GIVEN NAME:	
FAMILY NAME:	
STUDENT ID:	
DATE OF BIRTH:	
USI NO.:	
CURRENT VISA STATUS:	
VISA NO.:	
ADDRESS:	
PHONE/MOBILE:	

### COURSE DETAILS

COURSE CODE & NAME:	
COURSE/CoE START DATE:	
COURSE/CoE END DATE:	



### REASON FOR THE COE EXTENSION

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
- Failure to make payment
- Deferment or suspension of study has been granted
- Others:

Additional Notes:

### DETAILS OF EXTENSION OF STUDY (ADMIN/ OFFICE USE ONLY)

PROPOSED START DATE:	
PROPOSED END DATE:	
TOTAL WEEK(s):	
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 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.

If your contact details have changed since you lodged your application, please provide your new details by sending an email to [studentsupport@slit.edu.au](mailto:studentsupport@slit.edu.au), otherwise we may not be able to contact you with important information.



## Request for Extension of CoE

### FOR OFFICE USE ONLY

DATE OF SUBMISSION:		SUBMITTED TO:		SIGNATURE:	
---------------------	--	---------------	--	------------	--

FINANCE CHECK:		CHECKED BY:		SIGNATURE:	
----------------	--	-------------	--	------------	--

APPROVED:	<input type="checkbox"/> YES <input type="checkbox"/> NO
-----------	--

DATE:		APPROVED/ REJECTED BY:		SIGNATURE:	
-------	--	------------------------	--	------------	--

APPLICATION APPROVED:	<input type="checkbox"/> YES <input type="checkbox"/> NO
-----------------------	--

Comments (if any):

----------------------

NOTIFICATION SENT TO STUDENT ON:	
CoE ISSUE DATE:	
ISSUED BY:	
SIGNATURE:	