



# Extension of study

## Section A – student to complete

Family name: \_\_\_\_\_ Given name/s: \_\_\_\_\_  
 International student number: \_\_\_\_\_ DOB (dd/mm/yyyy): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Course name and number: \_\_\_\_\_ Campus: \_\_\_\_\_  
 Reason for extension (see Guidelines on page 2): \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date (dd/mm/yyyy): \_\_\_\_\_

## Section B – Head teacher to complete

	Name of units needed to complete the course <small>Please indicate if any units are by distance/online (Students cannot enrol exclusively by distance/online in a semester and can enrol in this mode in a maximum of 33% of total units in the course)</small>	Total delivery hours for a VET course <small>(For HE course indicate the units of study)</small>			Unit cost <small>(TAFE NSW International Office use only)</small>
		Hours	Semester	Year	
1					
2					
3					
4					
5					
6					
7					
<b>Total delivery hours (for extension units only)</b>					
<b>Total delivery hours (for all units in a semester)</b>					

End date of course after extension: \_\_\_\_\_

Course enrolment details (in EBS): Product Code: \_\_\_\_\_

Cal Occ Code: \_\_\_\_\_

Head teacher's name: \_\_\_\_\_

End date extended in EBS \_\_\_\_\_

Units added to extended course in EBS \_\_\_\_\_

Head teacher's signature: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_



## Section C – International Student Officer to complete

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Extension request is:      Approved      Not Approved      PRISMS action date:

International Student Officer name:

D2D University advised of Extension of study

PRISMS updated

TISIMS updated

EBS extension notification sent

Signature:

Date (dd/mm/yyyy):

### Extension guidelines

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

1. As a consequence of 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. As a consequence of an intervention strategy implemented for students having difficulties in their course. In this case, the international coordinator/ compliance officer must provide the Learning Agreement used to document the strategy.
3. Compelling circumstances for extension of study include failure in occasional units which did not place the student in a position of unsatisfactory progress and therefore they were not identified for an intervention strategy. Documentation of such failure to be provided.

### Next steps – TAFE NSW

Provided that the form is complete and relevant documents are attached, TAFE NSW will action approval and calculate the fees payable for the proposed additional study.

If an extension of study is approved then the fee applicable to that semester will be charged as per the TAFE NSW policy for approved variations. If the hours of tuition are 50% or more of the standard delivery hours per semester, a full semester's fees will apply. If the hours of tuition are less than 50% of the standard delivery hours per semester for that program, a pro rata tuition fee will be charged.

An invoice for the fees payable will be sent to the student. Once the fees are paid, an eCoE will be issued to enable the student to apply for a visa extension.

### Higher Education courses

If an extension of study is approved then fees will be charged based on the number of units enrolled in the semester.

**Please send the completed form and supporting documents to: [intcompliance@tafensw.edu.au](mailto:intcompliance@tafensw.edu.au)**