

REQUEST FOR EXTENSION OF STUDY

SECTION A – TO BE COMPLETED BY STUDENT

Full Name: DoB:

Address:

Phone no.: Email Address:

Course name:

Original End Date: Proposed End Date:

Please provide a full explanation as to why you require an extension and how your current situation has prevented you from completing your course within the agreed timeframe. (refer to extension guidelines on page 3.)

Please provide details on how you plan to complete all study within the extension period:

Student Signature: Date (dd/mm/yyyy):

SUBMITTING THIS FORM

Enter into the fields provided above, save to your computer, email a copy



POST
 Service Skills Academy
 46 Thorn Street
 Kangaroo Point QLD 4169



EMAIL
enrol@ssa.edu.au



ENQUIRIES
 1800 552 869

SECTION B – TO BE COMPLETED BY TRAINER

Please provide a list of complete & incomplete units for Student:
and indicate progress % for each incomplete unit.

Incomplete Units	Completed Units

Proposed end date of course:

Trainers Name:

Trainers Signature:

Date (dd/mm/yy):

SECTION C – TO BE COMPLETED BY DIRECTOR OF STUDIES (VET)

Extention request is: Approved Not Approved

Comments:

Signature:

Date (dd/mm/yyyy):

Director of Studies (VET)

EXTENSION OF STUDY GUIDELINES

1. Students may request in writing to extend their course of study prior to their course end date if they have exceptional personal circumstances.
2. The decision to extend a course of study is wholly at the discretion of Service Skills Academy. The maximum extension period is 1 to 3 months dependent on stage of study.
3. Students who do not request a course extension prior to the course end date will be required to re-enrol and repeat the Vet Unit of Study or Unit of Competency not completed. The cost of repeat Vet Unit of Study or individual Units will be calculated on a Pro-Rata basis of Units not completed.