



## 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

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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

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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

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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)**