

## EXTENSION OF STUDY APPLICATION

A student may apply for an extension of their enrolment if extenuating circumstances outside their control, and sufficiently grave in nature or duration, cause significant disruption to their capacity to study effectively. Circumstances will be evaluated based on the factors specified in the *Guidelines* on page 3. Extension Applications must be submitted **at least 10 business days** prior to the existing Close of Study date to [info@seedskills.edu.au](mailto:info@seedskills.edu.au). The submission of this form does not automatically approve an extension.

### SECTION A – STUDENT TO COMPLETE

Name	<input type="text"/>	Date of Birth	<input type="text"/>
Contact Number/ Email	<input type="text"/>		
Qualification/ Course	<input type="text"/>		
Enrolment Start Date	<input type="text"/>	Duration Requested	<input type="text"/>

Reason for Extension:

#### Serious illness

Please attach an original medical certificate. Your employer may be required to verify this in Section B.

#### Substantial change to routine employment

Your employer is required to detail these substantial changes in Section B.

#### Unavoidable commitments

For example, jury duty, court appearance, military reserve or emergency service commitments. Please attach documentation showing compulsory attendance dates.

#### Other:

#### Death or serious illness of a family member

Please attach a letter from a counsellor, doctor, funeral director or other reasonable evidence.

#### Caring responsibilities

Your employer will be required to confirm this in Section B.

#### Crisis/ Trauma

For example, family breakdown, victim of crime/ accident. Evidence may include a medical certificate or letter from a counsellor, doctor, police or other reasonable evidence.

I declare that the information provided is true and correct. I have attached any relevant evidence to support this application. I authorise Seed Skills to contact myself and/ or my Employer to verify any information contained in this application. I certify that I have read and understood the guidelines on page 3.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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**SECTION B – MANAGER TO COMPLETE**

Area Manager Name  Area Code

Contact Number/ Email

Provide information that confirms/ verifies the information provided by the student in Section A. Summarise any discussions/ actions taken that has led to this extension request. Refer to *Guidelines* on page 3. Attach additional pages if needed.

I confirm that I have discussed this request with the student and recommend an extension for the period

commencing from (date)  and ending (date)

I declare this information is true and correct, and that I have read and understood the information and instructions on page 3.

\_\_\_\_\_  
Employer Signature Date

**SECTION C – RTO TO COMPLETE**

Name  Position

RTO Comments:

Based on the information provided by the student, their employer and my academic assessment of the student's progress, I:

Approve this application

Do not approve this application

\_\_\_\_\_  
RTO Representative Signature Date

## EXTENSION GUIDELINES

Extension of Study Applications should be submitted as early as possible (i.e. as soon as the student knows they will be unable to complete all course or program of study requirements by their close of study date) and at least 10 business days prior to the existing close of study date.

Extensions will only be granted for a maximum of half of the original duration of the course or program of study in which the student is enrolled.

Applications may only be submitted on the following grounds:

- Medical illness,
- Extenuating circumstances due to abnormal events or circumstances that are beyond the student's control or not reasonably foreseeable by the student during the enrolment period, and/or
- Compassionate grounds.

The student must be able to demonstrate that the impact of these circumstances was extensive enough to prevent them from:

- completing required assessable work,
- doing necessary private study, and/or
- attending tutorials, coaching sessions, or discussing support needs or changes in circumstances directly with their Trainer/ Assessor prior to this application being submitted.

In reviewing this application, Seed Skills will consider:

- the nature and severity of the circumstances detailed in the application,
- the reliability and authenticity of supporting evidence provided,
- the student's engagement and performance in their course or program of studies during their enrolment,
- any further information that is provided by the student's Employer, and
- principles of procedural fairness.

### Next Steps

Provided that the form is complete and relevant documents are attached, Seed Skills will review the application and supporting evidence and make a decision based on the information provided. Upon review of this application, the student and employer will be notified of approval/non-approval of the application. If the extension is approved, both parties will be advised of the revised Close of Study date. If not approved, the existing Close of Study date remains in effect. If not approved, the student has the right to appeal the decision as per the Complaints and Appeals policy.