

<b>COURSE EXTENSION POLICY (Career and Accredited Short Courses)</b>			
<b>Policy Name</b>	<b>Course Extension Policy (Career and Accredited Short Courses)</b>		
<b>Policy No</b>	<b>IDO010</b>		
<b>Version Number</b>	V2	<b>Effective Date</b>	01.01.2023
<b>Authorised by</b>	Nicole Watts		
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Withdrawal Policy IDO004</li> <li>• Refund Policy IDO005</li> <li>• Course Progression Policy IDO007</li> </ul>		
<b>Associated Procedures</b>	<ul style="list-style-type: none"> <li>• Course Extension Procedure</li> </ul>		
<b>Associated Documentation</b>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Course Extension Checklist</li> <li>• eCampus Extension Form and Information Page</li> <li>• eCampus Course Introduction</li> <li>• Website Student Support Page</li> </ul>		
<p>You can apply for a course extension if you are studying an accredited short course or career course. An extension is made available to assist students who are falling behind with their studies because of special circumstances outside of their control that have disrupted their study program.</p> <p>Extension of a unit/accredited short course after commencement of your course or unit of study is allowed in exceptional circumstances.</p> <p>Applications for an extension must be submitted via the form found on the Student Hub in the eCampus. This will be sent automatically to the IDO administration team and must include the special circumstances under which the student wishes to extend. These may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a physical or psychological illness; or</li> <li><input type="checkbox"/> personal or family circumstances, including a death or illness of a close relative; or</li> <li><input type="checkbox"/> a change of employment conditions</li> <li><input type="checkbox"/> a change of work circumstances</li> </ul> <p>If your reason is medical, then you should supply any relevant medical certificates. If your reason is employment related, then you should supply a statement from your employer on their letterhead. All documentation must include the dates of any relevant events or illnesses.</p> <p>A student will be advised of the outcome of the extension request within 3 business days via email.</p>			

The unit/accredited short course extension period is a maximum of 3 months unless a special consideration and extension has been agreed by the IDO Education Manager.

IDO permits only **ONE free extension** per unit or accredited short course. No extensions are permitted for non-accredited short courses.

Should the expiry date of the course/unit pass without any communication, the enrolment with IDO may be cancelled. The IDO administration team will email the student to explore their options to continue study before cancellation occurs.

**Version Control Summary**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Details</b>
V2	01/01/2023	Nicole Watts	Updated