

<b>POLICY: Extension Policy</b>	
<b>Objective</b>	The aim of this policy is to provide students with additional time to complete their studies.
<b>Policy Name</b>	<b>Extension Policy</b>
<b>Policy No</b>	<b>LERN13A_IDO</b>
<b>Associated Policies and Procedures</b>	LERN13B_IDO_Extension Procedure LERN13C_IDO_Extension Checklist STU08A_IDO_Course Progression Policy
<b>Associated Documentation</b>	Student Handbook eCampus Extension Application Form and Information Page eCampus Course Introduction Website Student Support Page
<b>Standard</b>	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 1, Division 1: 1.1 Part 2, Division 1: 2.1
<b>Authorised by</b>	Nicole Watts
<b>Date and Version</b>	V1 13/09/2014 V2 25/08/2022 V3 01/01/2023 V4 01/06/2025

Extensions are made available to assist students who have not been able to complete their accredited short course or career course (Certificate IV or Diploma) unit of study in the prescribed timeframe due to special circumstances outside of their control that have seriously disrupted their study program. Extensions are not available for non-accredited short courses.

Students are permitted one 3-month extension in each unit of study in a career course and one 3-month extension in an accredited short course.

Students must submit an Extension Application Form found on the IDO Student Hub on the eCampus. Forms are submitted directly to the IDO administration team and students will receive an email advising the outcome of their application within 3 business days. Applications are subject to approval and must include the special circumstances under which the student wishes to extend.

These may include:

- a physical or psychological illness;
- personal or family circumstances, including a death or illness of a close

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relative; or

- a change of employment conditions.

Supporting documentation such as medical certificates or a letter from an employer should be supplied. Extension requests for a reason not listed above will be considered by the IDO General Manager. Students are required to provide a statement in support of their application.

The IDO administration team will contact a student by email in the lead up to their unit or study or short course expiry date to explore their options to maintain their enrolment. Should the expiry date pass without any communication, a student's enrolment will be cancelled.

If a student has already received an extension on their unit of study or short course and still require additional time, students can re-enrol with a 50% discount on the unit/short course fee applicable at that time. This will grant the students the maximum study period for the unit or short course from the time of their re-enrolment as well as the opportunity to apply for another extension.