CoE Extension Form

Student Details

Full Name		Date of Birth	
Phone number		Email	
Address			
Student ID			
USI			
Course Code and Title			

Procedure

Under National Code Standard 9, the Australian Institute of Digital Technology may extend the duration of the student's course only in the following circumstances:

- On medical grounds(a medical practitioner's certificate indicating the student is unable to attend class)and a deferment or suspension of study has been granted; or
- In exceptional compassionate, compelling circumstances beyond the student's control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstance is required) and a deferment or suspension form of study has been granted.
- Where the College is unable to offer a key or prerequisite unit at the time it is required a deferment or suspension form of study has been granted.
- Where the College is implementing an intervention strategy for students at risk of not meeting academic progress requirements.
- Where the College has approved the deferral of commencement of studies or the suspension of study.
- Any extension to or changes to the COE will be notified via PRISMS and a new COE created (If necessary).

Original start of CoE_____ **Original End Date of CoE** _____

Reason for extending CoE:

Office Use Only

Date of Submission: **AIDT representative's Signature:**

Approval from RTO Manager: Yes ☐   No ☐

Signature:

CoE to extend for another ....week(s) /month(s)

Update data on PRISM on ....

Student Signature:		Date:	/ /