



## CoE Extension Form

### Student Details

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

### 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** .....

<b>Student Signature:</b>		<b>Date:</b>	/	/
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