

APPLICATION FOR COURSE EXTENSION REQUEST



Important Information for Students

This application must be submitted to studentservices@aiwt.edu.au with relevant documents attached.
Processing Time is ten (10) working days on email receipt.

Section A – Personal Details								
AIWT VET Student ID Number								
Family Name:				Given Name:				
Phone Number:				Email:				
Section B – Extension Details								
Type of VET Student: ☐ International Student ☐ Domestic Full Fee-Paying ☐ Traineeship ☐ DTWD Funded Class Based								
What is your current course of Study?				Trainer's Name:				
Please provide a brief explanation or details regarding your course extension:								
Have your course been extended previously? <i>(to be completed by Student Services)</i>								

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Total fee payable for extension (to be completed by
Student Services) \$

Section C – VET Student Declaration

International VET Student only:

- ☐ I understand that this extension is a variation of my original Confirmation of Enrolment (CoE), and that AIWT will issue a new CoE reflecting the extended course end date. I acknowledge that I am liable to pay the full-term fee.

Domestic VET Student only:

- ☐ I acknowledge that I am fully responsible for all fees related to the course and any extensions.

I declare that the information provided is true and accurate to the best of my knowledge. I understand that providing false information may affect my course status and extension request.

VET Student Signature: _____ Date: _____

OFFICE USE ONLY

Assessment of Application

Has extension been approved? If rejected, what is the reason?	Yes ☐ No ☐	Officer
COE has been amended on Prisms & new end date has been entered in Student Management System.	Yes ☐ No ☐	Officer
Accounts has been informed and invoices have been adjusted.	Yes ☐ No ☐	Officer
Trainer and submissions team have been informed.	Yes ☐ No ☐	Officer