## APPLICATION FOR COURSE EXTENSION REQUEST



## **Important Information for Students**

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

Section A – Personal Details									
AIWT Student ID Number									
Family Name			Given Name						
Phone Number			Email						
Section B – Extension Details									
Type of Student:  Student Visa Student (International)  Domestic Full Fee-Paying Student  Domestic Trainee  Domestic PIT Funded Student									
What is your current course of Study?			Trainer's Name:						
Please provide a brief explanation or details regarding your course extension:  Special Notes									

**Application for Course Extension** 

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Section C – Student Declaration					
	International 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 Student only:  I am aware that the adjusted course fees are outlined in the Letter of Offer and are applicable from the next study period onwards.  I am aware that I am fully liable for any outstanding fees				
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.					
Studei	t Signature:Date:				

OFFICE USE ONLY Assessment of Application						
Has transfer has been approved? if rejected what is the reason?	Yes □ No □	Officer				
Application has been submitted complete with relevant evidence if required.	Yes □ No □	Officer				
Agent has been informed.	Yes □ No □	Officer				
New Letter of Offer has been issued and Acceptance has been returned.	Yes □ No □	Officer				
COE has been amended on Prisms.	Yes □ No □	Officer				
Accounts has been informed and invoices have been adjusted.	Yes □ No □	Officer				
Trainer and Compliance have been informed.	Yes □ No □	Officer				

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