**Application for Extension of Course duration**

**(For domestic students only)**

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| Student name: | Student ID: |
| Email address: | Mobile number: |
| Current address: |
| Course name: |
| When did you start your course? | When did your course end? |
| New expected course completion date: | Units / Tasks to be completed during the course extension period: |
| Reasons for the request for course extension: |

**Student declaration:**

Agreement:

* I understand that GBCA reserve the right to charge $200 course extension fee/each extension if my request is approved by GBCA.
* I further accept that it is my sole responsibility to review this date with my trainer and the student support manager should I fail any units in the future.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_

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| **OFFICE USE** |
| **STUDENT ADMIN AND SUPPORT MANAGER:** | * The request is approved based on the following grounds (please tick relevant ground and collect supporting evidence):
	+ Medical grounds (medical certificate is required)
	+ Exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (evidence of the exceptional circumstances is required)
	+ GBCA is implementing an intervention strategy for students at risk of not meeting academic progress requirements
	+ GBCA has approved the deferral of commencement of studies or the suspension of study.
	+ GBCA is unable to offer a prerequisite unit at the time it is required
	+ Others:
* The request is **not** approved
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| Signature: Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |