

Request for Extension or Variation of COE Form

To be completed by students who need to extend or vary their COE beyond the agreed dates in their student agreement due to circumstances listed below.

(Incomplete forms are not accepted)

In accordance with the ESOS Act and the National Code of Practice for Providers of Education and Training to Overseas Students 2018, AIPT may extend the duration of the student's course only for the following circumstances:

- On medical grounds (a medical practitioner's certificate indicating the student is unable to attend the class) and a deferment or suspension of study has been granted; or
- In exceptional compassionate circumstances beyond the student's control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required) a deferment or suspension of study has been granted.
- Where the student needs to vary their start dates for commencement of their enrolled course.
- Where AIPT is unable to offer a key or prerequisite unit at the time it is required, and a deferment or suspension of study has been granted.
- Where AIPT is implementing an intervention strategy for students at risk of not making satisfactory course progress.
- Where AIPT has approved the deferral of commencement of studies or the suspension of study.
- When students are transitioned to new training packages and the transition and teach-out periods result in an extension of course duration.

NB: Any extension or variation granted to the original period of study must be reported to the Department of Home Affairs via PRISMS and if necessary, a new COE will be issued within 31 days of the student's request.

For any request to extend the course duration that is made more than 2 months after the course end date has passed will be refused and instead will be treated as a new application for enrolment. Due to students being expected to complete the course within the duration specified in their COE, any extension of the course after the course end date will incur a fee of \$250 per week. For course package enrolments, if the duration of the first course is extended, the start date and end dates of subsequent courses are subject to change accordingly.

STUDENT DETAILS

Family name:	Given name:
Student ID:	Date of Birth:
Student email address:	Mobile/Phone:

COURSE DETAILS

<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	
<input type="checkbox"/> BSB50820 Diploma of Project Management	<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management
<input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care	<input type="checkbox"/> CHC50121 Diploma of Early Childhood Education and Care
Course start date:	Course finish date:

REASON FOR COE EXTENSION APPLICATION

<input type="checkbox"/> Compassionate or compelling circumstances beyond the control of the student.
<input type="checkbox"/> Implementation of an intervention strategy due to not making satisfactory course progress.
<input type="checkbox"/> Deferment, suspension or leave of study has been granted.
<input type="checkbox"/> Change of commencement or finish date due to compelling circumstances.
<input type="checkbox"/> Others. Please specify:

DETAILS OF EXTENSION OF STUDY

Proposed start date:	Proposed finish date:	Total days/weeks/months:
Do you have evidence to support the reasons/circumstances outlined?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please indicate the type of evidence and attach:		

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STUDENT DECLARATION

I declare that the above information is true and correct. I acknowledge that withholding information or providing incorrect information may delay the processing of the application and breach my Visa conditions.

If my request is approved, I agree to pay the fee to extend my existing enrolment and acknowledge that it is my responsibility to notify the Department of Home Affairs of the extension to my existing enrolment.

*I also understand that I need to provide documental evidence supporting my reason.

Student Signature:

Date:

If approved, AIPT will report the changes to your existing enrolment to the Department of Home Affairs via PRISMS within 31 working days. If you require more information as to how this action may affect your visa, contact the Department of Home Affairs via their website.

Checklist of items to be changed before the application is approved.

You may apply to extend your student visa within four months of your current visa expiring. It is important to always be aware of the expiry date of your visa, and that you must apply for a new visa before your current visa expires.

AIPT encourages all students to apply for a new visa onshore, i.e. in Australia. Applying offshore may result in delays and prevent you from returning to Australia in time to recommence your studies.

A student visa application can be lodged online via your Immi Account. Further information about applying for a new student visa can be found on the Department of Home Affairs' (Immigration & Citizenship) website.

Before you apply ensure you:

Extend your Overseas Student Health Cover (OSHC). Your new OSHC policy must cover the duration of your expected new visa length. Generally, this means that your cover should extend three months after your expected course completion date (i.e. until 31 August for those completing after Semester one, 15 March for those completing after Semester two, 31 October for those completing in Winter Term).

Have an approved & current study plan. If not, request that student support provide one; and make sure your enrolment reflects your approved study plan; and

Finalise all outstanding tuition fees.

FOR OFFICE USE ONLY

Date of Submission:

Staff name:

Staff signature

Finance Approved:

Yes No

Name:

Signature:

Date:

Course progress check:

Yes No

Name:

Signature:

Date:

Application approved:

Yes No

Name:

Signature:

Date:

If not approved, why?

eCOE issue date:

E-mail notification sent to students on:

Update PRISMS

Update SMS

Name:

Signature:

Date:

Further Comments (if any):