



APPLICATION TO EXTEND COURSE DURATION

AMA College will consider in a fair and transparent way any application to extend course duration on compassionate and compelling grounds that are beyond the control of the student and which have an impact on the student's course progress or wellbeing.

Please note that it is the responsibility of the student to make application to extend course duration before your Confirmation of Enrolment and / or student visa has expired. You must allow sufficient time for your application to be considered by AMA College and any appeal (should your application is unsuccessful) against a decision. You should contact your Education Agent to advise them of your circumstances and seek any support that they may be able to provide beyond that provided by AMA College.

On receipt of the application, AMA College will review as soon as possible and no later than within 10 working days of the date recorded on this form. The Student Support Manager or General Manager will review your application and advise whether the application is successful or unsuccessful. If your application is unsuccessful you can appeal the decision in accordance with the AMA College Complaint and Appeals Policy.

PERSONAL DETAILS (as shown on passport)

Family Name			
Given Name		Student Number	
Address in Australia			
Phone		Email	
Qualification			
Date commenced		Completion Date	
Extend Course Completion date to:			
Provide reason for request to extend course duration			
<input type="checkbox"/> Serious illness of injury (medical certificate required)	<input type="checkbox"/> Major political upheaval or natural disaster		
<input type="checkbox"/> Bereavement for loss of close family member (e.g. sibling, parent, grandparent) – evidence required	<input type="checkbox"/> Traumatic experience (e.g. witnessing or being involved in a serious accident or crime)		
<input type="checkbox"/> Other - Please provide details:			



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Supporting details	Please provide details of how the event has impacted on your course attendance and progress and why it prevents you from completing the course within the required time frame. Evidence must be provided in support.		
Signature		Date	



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OFFICE USE ONLY

(Within 2 working days of the appeal being made)

Student Application Acknowledged	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Application recorded on the student file	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	

(Within 10 working days of the application)

Assessment of the application has been commenced	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
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Assessment has been completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
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Review and Recommendation by Student Support Manager / General Manager

Name		Positon	
Signature		Date	



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APPLICATION APPROVED

Application approved	<input type="checkbox"/> Yes	Date	
Student Management System updated	<input type="checkbox"/> Yes	Date	
CoE updated	<input type="checkbox"/> Yes <input type="checkbox"/> Not Required	Date	
Department of Home Affairs advised	<input type="checkbox"/> Yes <input type="checkbox"/> Not Required	Date	
Student advised to liaise with Education Agent to apply for new student visa (subclass 500)	<input type="checkbox"/> Yes <input type="checkbox"/> Not Required	Date	
New Student visa approved and Visa Grant Notice provided to AMA College	<input type="checkbox"/> Yes <input type="checkbox"/> Not Required	Date	

APPLICATION UNSUCCESSFUL

Student advised of Appeal Option and provided copy of AMA College Complaints and Appeals Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
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