

## Variation Regarding Student's Work Load and an Extension of Study Duration Course Variation Form

**NOTE: THE STUDENTS' EXPECTED STUDY DURATION SPECIFIED IN THE STUDENT'S COE MUST NOT EXCEED THE CRICOS REGISTERED COURSE DURATION.**

Family Name: \_\_\_\_\_ Course Starting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD MM YYYY

Given Name(s): \_\_\_\_\_ Course Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD MM YYYY

Type of Visa: Student Extended Course Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD MM YYYY

Length of Course (Weeks)	Morning Class	Afternoon Class	Evening Class

### COURSE EXTENSION

The College will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE as the result of the following a, b or c.

Extended by: \_\_\_\_\_ (weeks) Proposed Course End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD MM YYYY

Reason:

\_\_\_\_\_

- a. The College implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress,  Yes  No
- b. An approved deferment or suspension of study has been granted under Standard 13.  Yes  Deferment  Suspension
- c. Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the College was unable to offer a pre-requisite unit).  Yes  Illness  The College is unable to Offer a pre-requisite unit

Assessed by: \_\_\_\_\_  
Name Title Signature DD MM YYYY

*\*Please use a separate sheet if you require more space – you may need to provide evidence of your reason*

Student Signature: \_\_\_\_\_  
Print Student Name Signature DD MM YYYY

**In the case that a variation in the student's enrolment load affects the student's expected duration of study, the variation is recorded below and the reason/s is listed below. This form is kept in each student's file.**

### Office Use Only

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_ New Course End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Report the student via PRISMS and/or issue a new CoE as follows when the study only account for the variation/s by extending the student's expected study duration.**

Report Via PRISMS:  Yes  No New COE:  Required  Not Required

Notes:

**Approved by:**

\_\_\_\_\_  
Student Service Officer Teacher Registrar Accounts Principal/Director of Studies