

Course Special Extension Request Form

This form is to be completed by students who have encountered difficulties or have had circumstances change that directly impacts their ability to undertake studies and wish to suspend their enrolment for a specified period of time. Students may have their Course suspended for a period of no more than six months, thereby extending the maximum duration of the course. No refund of Course Fees will apply and Student's will still remain liable for all payments due under their agreement. Open Colleges reserves the right to refuse a Course Special Extension Request, in line with PR4.5-Student Administration Support Procedures.

Please complete all fields in this form, failure to provide the requested information may result in a delay in processing your application. Please submit this completed form to the Student Support Team by email at studentsupport@opencolleges.edu.au

First Name		Surname			
Student Number		Date			
Course Name		Course End Date			

Period of Special Extension *(please ✓ how many months you are requesting)*

1 month		2 months		3 months		4 months		5 months		6 months	
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My circumstance relates to: *(please tick most appropriate)*

Medical Condition		Personal Difficulties	
Other <i>(please specify)</i>			

Supporting Documentation

To support your case for a Special Extension, you **must** attach supporting documentation which specifically states:

- The date the circumstances began
- Medical Certificates must contain basic details of the condition and the prognosis for recovery (inclusive of dates)

Below are examples of the types of documentation accepted. Please tick the type of documentation you have attached.

(Failure to produce supporting documentation will result in a rejection of your application)

Medical Certificate		Counsellor / Psychologists Evaluation	
Police Report		Court or Legal Documentation	
Insurance Claims		Financial Documentation	
Redundancy or Termination Documentation		Other <i>(please specify)</i>	

