



## FR4.21 International Course Extension Request

Given Name:	Surname:
Address:	
Student Number:	
Phone:	Mobile:
Email:	
Course Code and Name:	
Course Enrolment Date:	Course Expiry Date:

How many months do you wish to extend your course duration for? *Please circle* 1 2 3 4 5 6

<p><b>Reason for Course Extension Request:</b></p>          <p>You may attach additional pages to support your request if you wish</p>
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**Subscription Period Extension:** If you require more time than the maximum course duration specified, you can apply for a Subscription Period Extension before the expiry date of your last subscription period and OC will extend your current subscription by up to one (1) or at a maximum application of six (6) months if you comply with clause 18 of the Student Agreement and:

- i. there are no material changes to the training package for your course; and
- ii. your course is not in a teach-out period.

If OC approve your Subscription Period Extension, the Maximum Duration of your course is adjusted accordingly.

### How to pay

Your privacy is important to us and our Open Colleges Payment Gateway, Adyen, is our preferred course payment method. You will be emailed a payment instructions email to provide your payment details and proceed with your course extension duration.

### Declaration

I have read and accept the course extension conditions and declare that the information I have provided is correct and complete. I understand that any course extension must comply with the Student Agreement.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_