

## Extension Policy

### Purpose

The purpose of this policy is to inform students of the requirements and process to apply for an extension to their enrolment.

Trainwest recognises that students may be impacted by unforeseen circumstances that prevent them from completing all course requirements in accordance with the specified enrolment period.

Each student will receive a course start and end date, indicating the time allowed to complete their course requirements. This will be stated in the formal confirmation email.

### Extension Management

- » All candidates are granted a 12-month enrolment period
- » Students may request up to two, three-month extensions
- » Students must submit an Extension Application Form one month prior to the course end date or as soon as the student becomes aware of the need to seek an extension to the duration of their course.
- » The Extension Request Form requested by emailing [admin@trainwest.com.au](mailto:admin@trainwest.com.au)
- » The first three-month extension, if approved, will be free of charge
- » The second three-month extension will attract a fee of \$300 upon approval by the General Manager
- » Students will be notified by email of the decision and provided information on support services available to assist in completion of the course or qualification
- » No further requests to extend the course end date will be accepted
- » Students will be required to re-enrol into their course or qualification
- » A student's enrolment status will be changed to withdrawn if one month after the initial course completion date has passed if there has been no evidence of a request to extend has been made.
- » Students will be encouraged to attend post course support workshops or book a 30-minute support session with a Training Specialist