REQUEST FOR

PROGRAM EXTENSION

This form should be used if you are intending to seek approval for a Program extension. Please submit the completed form and supporting documentation (results transcripts, medical certificates, death certificate, etc) to the Student Services Manager, or a Student Administration Officer.

Applications for a Program extension must be made to Murdoch Institute of Technology (MIT) a minimum of 4 weeks prior to the expiry of the student's Confirmation of Enrolment (CoE) for International Students or prior to the Program End Date for Domestic Students or during the registration period immediately after receiving results that indicate they will not finish within the planned time frame for Domestic and International students.

Program extensions are granted at MIT's discretion. Attendance and academic progress are taken in to consideration when assessing a students eligibility.

All subjects within the first trimester of the extension must be paid in full. Please refer to the Progression Policy for further information.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

Personal details

Title Mr Ms Other (please specify):	
Family name	
First name(s)	Male Female
Date of birth (d/m/y)	Student ID
Telephone (home/mobile)	
E-mail	
Full address	
City	Postcode
State	Country

International information

Visa expiry date	Office of application for visa (Department of Immigration and Border Protection):
Inside Australia Outside Australia	

Reason for extension and study plan

Reason for program extension request
Number of units already completed:
Number of additional units needed to complete:
Have you been placed on a formal intervention strategy for academic non-progress? Yes No
Study Plan (Please also include the name of the units if they are known at this stage) Study Period 1: Number of units to complete Study Period 2: Number of units to complete Study Period 3: Number of units to complete

Expected end date of course:	Current CoE end date:	CoE extension required? Yes No

Student declaration

International Students

I am aware that if a Confirmation of Enrolment (CoE) extension is granted by MIT that this does not guarantee the Department of Immigration & Border Protection will approve a visa extension.

I understand it is my responsibility to consult with the Department of Immigration & Border Protection.

If my CoE extension application is declined, I understand it is my responsibility to gain a CoE from another provider or leave the country. I understand that MIT does not take any responsibility for fees associated with a visa extension.

International and Domestic Students

I understand that the maximum amount of time granted for an extension is between two (2) and four (4) trimesters, depending on the length of the course.

I have paid next trimester's tuition fees in full.

Student's signature	Date

Privacy: We recommend that you read Kaplan's Privacy Policy published on our website **murdochinstitute.wa.edu.au/about-us/mit-policies/**

murdochinstitute.wa.edu.au

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Return this form to the Student Services Manager or a Student Administration Officer at the MIT campus.

Office use only

Student advised (d/m/y)	Advised by	Data updated in EduPoint (d/m/y)	Tuition fees have been received

To be completed by the Student Services Manager

Approved	Not approved	Authorised by (please print)	
Program note (if any)		Signature	Date

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