

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

## Student declaration

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>International Students</b><br>I am aware that if a Confirmation of Enrolment (CoE) extension is granted by MIT that this does not guarantee the Department of Home Affairs will approve a visa extension.<br>I understand it is my responsibility to consult with the Department of Home Affairs.<br>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. |      |
| <b>International and Domestic Students</b><br>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.<br>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/](http://murdochinstitute.wa.edu.au/about-us/mit-policies/)

## International information

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| Visa expiry date | Office of application for visa (Department of Home Affairs): |
| 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?<br>Yes No                                                                                                                                                        |                       |                                   |
| <b>Study Plan</b> (Please also include the name of the units if they are known at this stage)<br>Study Period 1: Number of units to complete<br><br>Study Period 2: Number of units to complete<br><br>Study Period 3: Number of units to complete |                       |                                   |
| Expected end date of course:                                                                                                                                                                                                                       | Current CoE end date: | CoE extension required?<br>Yes No |

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 |