Request for Extension

All GET Education participants requiring an extension to their course are required to complete the below form detailing the reason/s why they require a course extension. Before completing this form read the Extension to Course Guidelines below:

1. Participants may request in writing to extend their course completion date prior to their course end date if they have exceptional personal circumstances.
2. The decision to extend a course of study is wholly at the discretion of Success resources. The maximum extension period is 2 months.
3. Participants are required to have submitted a course extension form prior to their course end date, failure to submit this form prior will mean the participant will be required to re-enrol and repeat the Unit of Competency/s not completed.
4. The cost to repeat a Unit of Study or individual Units will be calculated on a Pro-Rata basis of Units not completed.

NOTE: if your course end date has past contact the Administrations Manager PH: 1300 370 931 or email admin@get.edu.au

Section A- Participant to Complete:

Course and Code					
Original Course End Date		**New Course End date**			
Full name		**D.O.B**			
Address					
Suburb		**Postcode**		**State**	
Email		**Phone**			

Please provide a full explanation as to why you require an extension and how your current situation has prevented you from completing your course within the agreed timeframe. (refer to extension guidelines)	
Please provide details on how you plan to complete all study within the extension period:	

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Student Signature		**Date:**	

Section B- Trainer to Complete:

Please provide a progression report on this student listing completed and incomplete units of competency. Also feedback on participant commitment to their course and % of progression.

Completed UoCs	Incomplete UoCs

Trainer Feedback/Comments:			
Trainer Name			
Trainer Signature		**Date**	

Section C – To be completed by SRI Management:

Extension Request is: ☐ Approved ☐ Not Approved

Management Comments:			
Manager Name			
Manager Signature		Date	

How to Submit this Form		
Post	Scan and Email	Phone Enquiries
GET Education Australia Level 6, 140 Creek Street Brisbane 4000	admin@get.edu.au	1300 370 931

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