

**This form is for international students who need to extend their visa in order to complete their course at TAFE NSW.**

## SECTION A - TO BE COMPLETED BY STUDENT

Given Name/s  Surname

Student Reference Number  |  DOB (DD/MM/YYYY)

Address

Telephone  Mobile

Email

TAFE Course Name  Course Number

Reason for extension (see Guidelines on page 3):

Student Signature  Date (DD/MM/YYYY)

## SECTION B - TO BE COMPLETED BY HEAD TEACHER

	Name of units needed to complete the course Please indicate if any units are by distance/online (students cannot enrol exclusively by distance/online in a semester and can enrol in this mode in a maximum of 25% of total units in the course)	Total hours required to complete the unit. Please also indicate semester and year.			Cost at an hourly rate (TAFE International Office use only)
		HOURS	SEMESTER	YEAR	
1					
2					
3					
4					
5					
6					
7					
<b>TOTAL</b>					

End date of course after extension  Total Semester Hours

Course enrolment details (in EBS): Product Code  Cal Occ Code

Head teacher's name

End date extended in EBS  Units added to extended course in EBS

Head Teacher Signature  Date (DD/MM/YYYY)

## SECTION C - TO BE COMPLETED BY INTERNATIONAL STUDENT COORDINATOR

Provide comments and documentation related to request (see guidelines on following pages)

Is the student D2D  Yes  No

Name of University if D2D

Has the University been advised of Extension  Yes  No

International Student Coordinator Name

Signature  Date (DD/MM/YYYY)

Institute International Student Manager Name

Signature  Date (DD/MM/YYYY)

## SECTION D - TO BE COMPLETED BY INTERNATIONAL ADMISSIONS OR COMPLIANCE OFFICER

Extension request is:  Approved  Not Approved PRISMS action date

International Student Advisor Name

D2D University advised of Extension of study  Updated University Offer sent to student

Updated Offer accepted by Student  University issued updated eCoE to student

Signature  Date (DD/MM/YYYY)

## EXTENSION GUIDELINES

Application for extension of study may only be submitted on the following grounds:

- 1** As a consequence of compelling or compassionate circumstances which have delayed progress. In the case of compassionate circumstances, documentation to support the request, such as medical certificates, should be provided.
- 2** As a consequence of an intervention strategy implemented for students having difficulties in their course. In this case, the coordinator must provide the Learning Agreement used to document the strategy.
- 3** Compelling circumstances for extension of study include failure in occasional units which did not place the student in a position of unsatisfactory progress and therefore they were not identified for an intervention strategy. Documentation of such failure to be provided.

## NEXT STEPS - TAFE NSW

Provided that the form is complete and relevant documents are attached, TAFE NSW will action approval and calculate the fees payable for the proposed additional study.

If an extension of study is approved then the fee applicable to that semester will be charged as per the TAFE NSW policy for approved variations. If the hours of tuition are 50% or more of the standard hours per semester, a full semester's fees will apply. If the hours of tuition are less than 50% of the standard hours per semester for that program, a pro rata tuition fee will be charged.

An invoice for the fees payable will be sent to the student. Once the fees are paid, an eCoE will be issued to enable the student to apply for a visa extension.

All the information on this form is truthful and accurate to the best of my knowledge

Yes No

### **Western Sydney Institute**

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Phone: +61 2 9715 8700

### **The Northern Sydney Institute in partnership with Hunter and North Coast Institutes**

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### **South Western Sydney Institute**

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Phone: +61 2 8713 6545

### **Sydney TAFE in partnership with Illawarra, Western and Riverina Institutes**

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