

Application Form for Extension of Course (eCoE for student visa extensions)

PLEASE READ ALL SECTIONS OF THIS DOCUMENT

Please note all sections of the form must be completed and all necessary documents must be submitted

INCOMPLETE FORMS WILL NOT BE PROCESSED AND IT MAY DELAY YOUR VISA EXTENSION PROCESS

SECTION 1 - PERSONAL DETAILS (COMPULSORY)

Family Name: _____ Other Names: _____

Student ID: _____ DOB (DD/MM/YYYY): _____ Gender _____

Country of Birth: _____ Citizenship: _____

SECTION 2 - DIBP DETAILS & OSHC INFORMATION (COMPULSORY)

Passport No: _____ (Must verify with the original)

Current Visa Expiry Date: _____ (Must verify with the original)

OSHC Expiry Date: _____ **MUST COVER THE REMAINING PERIOD OF YOUR STUDIES**

Policy Number _____ (Must show original or provide a copy)

DIBP Office you are going to apply for the visa: _____

SECTION 3 - COURSE DETAILS & STUDY PLAN (COMPULSORY)

Course's Name in full: (including packaged enrolment) _____

Expected Course Completion Date: _____

Reason for Extension: _____

SECTION 4 - TO BE COMPLETED BY COURSE COORDINATOR (COMPULSORY)

The information provided below will be used by the College as a guide to the length of time required by the student to successfully complete their course of study. Please consider the timetable supplied by the student and taking into account their progress to date please advise on an expected date for completion.

Please note:

1. Student visa requirements as set down by DIBP and DOE require that students be able to complete study within the duration of eCoE's.
2. International student must be enrolled in a full time course.
3. Two weeks prior to enrolment/re-enrolment, students are reminded of the key dates for enrolment and orientation via email.
4. Any student who may be unable to attend the enrolment must apply for approval for late enrolment.
5. No student is allowed to enrol in a subject that does not belong to their current course.
6. A student cannot undertake more than 25% of the total course by distance and/or online learning at any one enrolment period.
7. **Probation** occurs when pass rate falls below 50% for 2 consecutive terms and eCoEs may be extended for a maximum of one (1) term only.

The program proposed by the student will be completed by semester/term, 20____ (please indicate study period and year).
The study period officially ends in the month of _____

Based on the information provided by the student and my academic assessment of the student's progress and stated intentions, I consider that the student has a reasonable expectation of completing the degree/course in this time.

Yes

No

Academic Comments: _____

Course Coordinator Name: _____ Signature: _____ Date: _____

SECTION 5 - STUDENT TO COMPLETE - COMPULSORY (please read all the information, tick and sign and date this form. Forms without signatures will NOT be processed)

1. I have checked that I have provided my correct details and I have discussed Sections 3 and 4 of this form with

the Campus Manager and I have read and understood the information contained on this form:

2. This extension of my studies also extends my original "Enrolment Form (International Students)" by the same period, and I have read and understood the information contained in the Acceptance Agreement.

Student's signature: _____ Date: _____

STUDENT TO RETURN THIS FORM TO STUDENT SERVICES OFFICE

Level 2, 16-22 Wentworth Avenue, Surry Hills NSW 2010