

Course Extension Request Form

This form is to be completed in the event of a request for extension of a course duration. You must ensure that you have read and understood our Course Extension Request policy as set out in the Student Handbook.

This form must be filled out fully and completely by the student for an extension to be considered.

Once complete, please email to admin@rets.com.au along with any supporting documentation or evidence (where applicable).

Student Details

Full name:	
Address:	
Phone:	
Email:	

Details of Extension Request

Course enrolled in	<input type="checkbox"/> Certificate IV
	<input type="checkbox"/> Certificate III
	<input type="checkbox"/> Certificate of Registration
	<input type="checkbox"/> Cluster of units
	<input type="checkbox"/> CPD
Current Expiration Date	
Proposed Expiration Date	
Proposed Extension Period	<input type="checkbox"/> 1 month (\$110 including GST)
	<input type="checkbox"/> 2 months (\$220 including GST)
	<input type="checkbox"/> 3 months (\$330 including GST)
	<input type="checkbox"/> 4 months (\$440 including GST)
	<input type="checkbox"/> 5 months (\$550 including GST)
	<input type="checkbox"/> 6 months (\$660 including GST)

Reason for Extension Request	
Student Declaration	
Name:	
Signature:	
Date:	

OFFICE USE ONLY	
Admin / Student Support to complete	
Date student commenced:	
Original expiration date:	
New expiration date (if approved):	
Course code and title enrolled in:	
RTO Manager to complete	
Outcome of extension request	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Authorised by:	
Position:	
Signature:	
Date:	
Comments/follow up:	
ACCOUNTS USE ONLY (if approved)	
Amount invoiced:	Inv #
Date of invoice:	
Payment received:	
Name:	
Signature:	
Date:	
FINAL SIGN-OFF – ENROLMENT END DATE UPDATED IN CHERRY: <input type="checkbox"/> YES / <input type="checkbox"/> NO BY: _____ <div style="text-align: right; font-size: small;">(INITIALS)</div>	