



- ☐ I have read and understood the following policies:
- PP03 Student Fees and Charges
  - PP12 Completion within Expected Duration Policy
  - PP16 Deferring, Suspending or Cancelling the Student Enrolment Policy and Procedure

### Part A: Student Details

Date			
Student First Name		Student Family Name	
Student ID			
Student Contact Number		Student Email Address	
Current Course of Enrolment			Group
Current Course Start Date		Current Course End Date	

### Part B: Course Extension Request

Course Code and Name that you would like to extend			
Extension Start Date		Extension End Date	
Do you have a subsequent course(s) of study with SCEI	<input type="checkbox"/> Yes		<input type="checkbox"/> No
	Please specify the course name		
	Please specify the start date		
Current Financial Status	<input type="checkbox"/> Payment Plan		<input type="checkbox"/> Fully Financial

### The reason and evidence(s) of extension

<input type="checkbox"/>	<b>Work Placement delay due to compassionate circumstances</b> Evidence: Work Placement Confirmation	<input type="checkbox"/>	<b>Serious illness or injury of student</b> Evidence: Medical Certificate	<input type="checkbox"/>	<b>Major political upheaval or natural disaster</b> Evidence: Medical Certificate
<input type="checkbox"/>	<b>Intervention Plan</b> Evidence: Intervention Plan	<input type="checkbox"/>	<b>Serious illness or injury of family member requiring student to return home or delayed return to Australia</b> Evidence: Medical Certificate	<input type="checkbox"/>	<b>A traumatic experience (such as witnessing and incident or crime)</b> Evidence: Police or psychologist report
<input type="checkbox"/>	<b>Other compassionate circumstances, Please provide a written statement / explains for supporting your application for extension</b>				



### Part C: Student Declaration

- ☐ All of the information provided is true and correct to the best of my knowledge
- ☐ I am also aware that the decision to grant my extension of enrolment may affect my Student visa.
- ☐ I am aware that I will need to complete the FOR06 Application to suspend, defer or cancel enrolment to defer my the subsequent courses of study

Student Name

Student Signature

Date

### Part D: Form Submission

#### Email:

- [welfare.melbourne@scei.edu.au](mailto:welfare.melbourne@scei.edu.au) (Melbourne Campus)
- [welfare.adelaide@scei.edu.au](mailto:welfare.adelaide@scei.edu.au) (Adelaide Campus)

*Ensure that all the supporting documents (if applicable) are attached with this application.*

### Part E: Office Use Only

Request Approved?

☐ Yes

☐ No

Confirmation of Enrolment (CoE) on PRISMS updated

☐ Yes

☐ No

☐ Not Applicable

Notify Student by Email

☐ Yes

☐ No

Paradigm Record Update

☐ Yes

☐ No

Signature

Date