

Qualification Extension Application

Section 1 – Student Details

Name:			
Email:		Mobile:	
Qualification:			
Course Start Date:			

Section 2 – Extension Request Details

Current End Date:			
Requested End Date:			
Extension Reason:			
Student Signature:		Date:	

Admin Use Only

Section 3 – Authorisation

Request for extension has been approved?	<input type="checkbox"/> Yes (as requested)	Approved End Date:	
	<input type="checkbox"/> Yes (with adjustment)		
	<input type="checkbox"/> No - Reason:		
Print Name:		Position:	
Signature:		Date:	

Section 4 – Actions

<input type="checkbox"/> End Date Updated in SMS (If Applicable)	Initial		Date	
<input type="checkbox"/> File Note added in SMS	Initial		Date	
<input type="checkbox"/> Formal notification (email) sent to student	Initial		Date	