

## Application for Extension of Course / COE (eCOE for student visa extensions)

*Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.*

<b>Student Name:</b>	<b>Phone:</b>
<b>Student Number:</b>	<b>Email:</b>
<b>Course Name:</b>	<b>Date:</b>
<b>Country of Birth</b>	<b>Citizenship:</b>
<b>Address:</b>	

### SECTION 1. DHA DETAILS & OSHC INFORMATION (COMPULSORY)

Passport No: \_\_\_\_\_ *(Must verify with the original)*

Current Visa Expire 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)*

DHA Office you are going to apply for the visa: \_\_\_\_\_

### SECTION 2. COURSE DETAILS AND STUDY PLAN (COMPULSORY)

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

Expected Course Completion Date: \_\_\_\_\_

Reason for Extension: \_\_\_\_\_

### SECTION 3. 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 Department of Home Affairs (DHA) 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 enroll in a subject that does not belong to their current course.
6. A student cannot undertake more than 33% 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 CoEs may be extended for a maximum of one (1) term only.

**SECTION 4. 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 2 & 3 of this form with the Student Services 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT TO RETURN THIS FORM TO STUDENT SERVICES OFFICE**

Sydney Campus: Level 2, 16-22 Wentworth Avenue, Surry Hills NSW 2010  
Melbourne Campus: Level 2, 213-215 Lonsdale Street, Melbourne VIC 3000

**Office use only**

The program proposed by the student will be completed by Semester / Term \_\_\_\_\_ Year 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

Comments: \_\_\_\_\_

Student Service Officer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_