

# Higher Education Request to Extend Course Duration Form



## IMPORTANT INFORMATION

Complete this form if you:

- Are a domestic student; and
- You have been identified as reaching or exceeding the maximum study duration for your course (you received a notice from TAFE Queensland, and/or
- You wish to apply for an extension of time to complete your course.

**I have a question:** Please contact the Student Centre or your Faculty Administration Officer at the campus where your course of study is delivered.

**Lodging instructions:** Submissions including all required supporting evidence or documentation must be lodged in person to your faculty Administration Officer or electronically via [Highered@tafeqld.edu.au](mailto:Highered@tafeqld.edu.au)

**Notification of outcome:** Applicants will be notified by electronic means of the progress of their request. You can expect a decision outcome within 10 working days.

## STUDENT DETAILS (PLEASE USE BLOCK LETTERS AND PRINT YOUR NAME IN FULL)

TAFE Student Number		Email Address	
First Name		Mobile Number	
Preferred Name		Last Name	
Qualification Code:		Qualification Name:	

## STUDENT'S CIRCUMSTANCES

**What are the main reasons you have exceeded / about to exceed your maximum course duration?**  
(If you have a medical condition please attached supporting documentation from an approve health practitioner – refer to the **TAFE Queensland Medical Impact Statement**).

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How many units do you have left to complete?	How much longer do you expect it will take you to complete your remaining units?
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Student Signature		Date / /
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## PRIVACY NOTICE

TAFE Queensland is collecting your personal information on this form for the purpose of managing your course duration application in your course. In accordance with the Information Privacy Act 2009 (Qld), your personal information will only be accessed by staff employed by or on behalf of TAFE Queensland for this purpose. TAFE Queensland handles your personal information in accordance with our Privacy Policy (which you can view here: <https://tafeqld.edu.au/privacy>)

Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission or as otherwise outlined in the TAFE Queensland Privacy Policy or where disclosure is permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at [privacy@tafeqld.edu.au](mailto:privacy@tafeqld.edu.au) .

**OFFICE USE ONLY (PROCESSING OFFICER TO COMPLETE)**

Date application received	/ /
Course commencement date	Sem.: Year
If the student has had any of the following, what is the total time attributable to these? <ul style="list-style-type: none"><li>• a period of exclusion</li><li>• an approved leave of absence</li><li>• other approved period/s of interruption</li><li>• non-approved period of leave</li></ul>	
Applicant notified of decision	/ /
SMS updated (file note)	<input type="checkbox"/> Yes
Relevant customer service officer advised for enrolment purposes	<input type="checkbox"/> Yes <input type="checkbox"/> N/a

**APPROVALS****COURSE COORDINATOR RECOMMENDATION** *(attach academic transcript and any evidence supplied)*

Consider: <ul style="list-style-type: none"><li>• whether the student meets any inherent requirements for the Course.</li><li>• study load and academic history.</li><li>• current regulatory and/or professional accreditation requirements.</li></ul>	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended
	Reason:
Name:	Date: / /
Signature:	

**DIRECTOR OF FACULTY DECISION**

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Reason for not approved:
Name:	Date: / /
Signature:	