

POLICY AND PROCEDURE

STD 5	Course Extension and Course Expiration		Clause 5.2
Approved:	Glenn Smith Chief Compliance Officer	Version No. 1.3	Annual Review Date: July, 2017

1. Policy

1.1. Smart City Vocational College learners must complete their enrolled VET FEE-HELP enabled course within the specified course duration. It is the learner’s responsibility to dedicate the time and commitment required to complete their course.

Extension requests:

1.2. Unforeseen circumstances may impact on the learner’s ability to complete their course within the course duration. Where this occurs, a learner may be considered for a course extension according to the following guidelines:

- For Diploma Courses one (1) course extension of six (6) months duration without incurring additional fees.
- For Certificate Courses – Up to (3) extensions of three (3) months.

1.3. To apply for an extension, the learner must complete and sign the Request for Extension form which is located on the Smart City Vocational College website.

1.4. Approval of extension requests are at the discretion of Smart City Vocational College and requests will only be considered within the following time periods:

- Four (4) week period immediately preceding the Diploma course end date
- Two (2) week period immediately preceding the Certificate course end date

The Learner must also have demonstrated reasonable progress in the course. If approved, a learner will be notified prior to the expiration date of the course.

- 1.5. The extension period, if approved, will commence from the current expiration date of course.
- 1.6. Subsequent requests for extensions will not be considered and a learner will be required to re-enrol in the course and incur additional fees for units of study not previously completed in order to obtain the course Qualification. For further detailed information, please refer to the Re-enrolment Policy.
- 1.7. If a Learner request for an extension has arisen due to extenuating circumstances, requiring a variance in the extension period, other than is stated in this policy, then the Learner request must be approved by the Chief Compliance Officer.

Expired enrolment:

- 1.8. Where a learner has not completed all of the units of study of the course within the specified course duration (or approved extended course duration), the learner's enrolment in the course will expire.
- 1.9. Where a learner has completed units of study prior to the learner's enrolment in the course expiring, the learner will be issued with a Statement of Attainment for the units of competency achieved within thirty (30) days.

2. Scope

This policy and procedure applies to learners and employees of SC Admin Pty Ltd ATF SC Administrative Trust and its associated entities, including Smart City Vocational College Pty Ltd