



Extension Request Policy and Procedure

Policy Statement

For the purpose of this policy and procedure, any reference to “College or “the College” should be considered a reference to The Australian Paramedical College.

As noted in the Course Progression and Duration Policy, courses will differ on their duration and some may have the option for accelerated progression however in all courses students must complete, become competent in units and progress per the Course Progression Tracker provided at a minimum.

The Course Progression Tracker indicates progression review check points, units required to complete prior to commencing practical workshops, practical work placement requirements and significant progression milestones.

Students must make genuine attempts to progress by meeting expectations associated with the course.

While it is hoped that students will want to exceed The College’s expectations and excel in their studies, students are expected to at least achieve satisfactory results in each module or unit according to their Course Progression Tracker to maintain satisfactory course progress.

Scope

This policy applies to all students enrolled with the College.

Purpose

Students who believe their personal circumstances may impact on their ability to meet The College’s expectations of satisfactory course progress, are advised to contact the College Student Success Team and seek advice and support as early as possible. Additionally, students may have the option of applying for an extension to their course duration. To apply for an extension to your course description you must complete the [Extension Request form](#).

Extension Requests

Extension requests will only be accepted by submission of the request for extension of enrolment form.

Extensions may be granted for the following reasons:

1. A death within the immediate family.



2. A major accident, illness or incident resulting in permanent injury or extended hospital stays of 2 weeks or more of immediate family or currently enrolled student.
3. A loss of full-time or permanent part-time work of 2 weeks or more.

Extensions granted will be no-more than one month at a time for a total of three months. Once the full three months has been applied to the course length no further extension will be approved. This applies to all level of qualifications.

In the situation where the approved extension time frame applies over a scheduled clinical practical workshop (as seen on the Course Progression Tracker) and the student is not able to complete the required theoretical components and/or attend the clinical practical workshop, the student will be required to pay a non-refundable fee of \$1200 upon booking the catch-up clinical practical workshop.

An approved extension request does not infer a hold or suspension of payment of course fees. As course fees are paid on a fee-for-service basis course fees must be kept up-to-date at all times if a student is to remain enrolled.

Failure to maintain course fee payments and falling behind may result in the enrolment of the student being cancelled.

Relation Documents

[Course Progression & Duration Policy](#)

[Request for Extension of Enrolment Form](#)

[Student Attempt Policy](#)