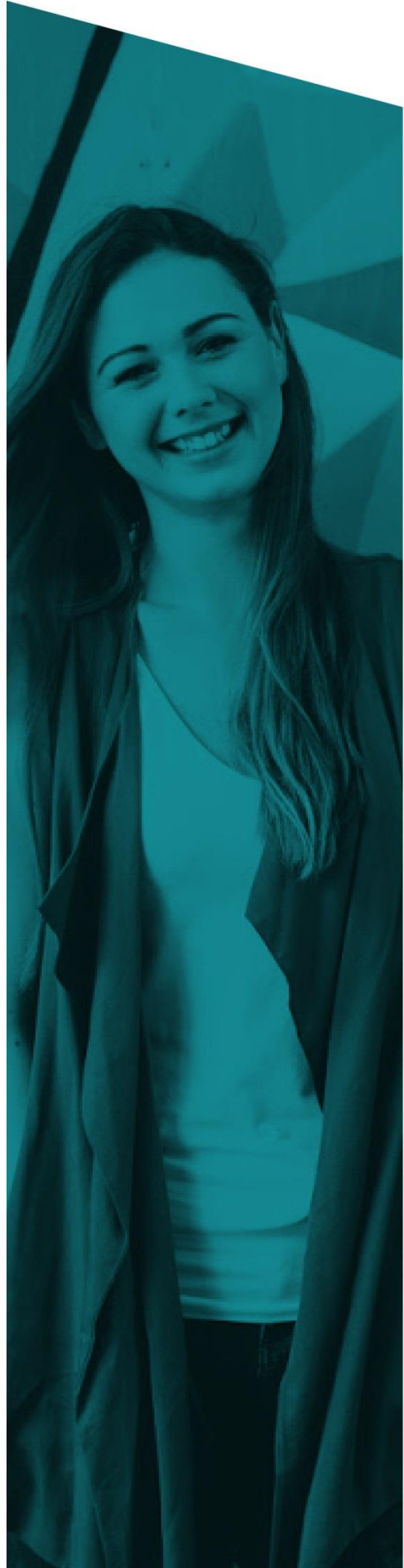




# Semester Extension Procedure



# Purpose

The purpose of this procedure is to outline the process for students who wish to extend their semester end date.

# Definitions

**Extension** is lodged after the census date before the end of Unit of Study to allow for additional time to complete the course. Extension will affect the duration of the course and a study mode.

**Special Circumstances**, covering a range of unexpected, extenuating and compassionate circumstances, are those which were outside the control of the student and/or for which there was no opportunity to prepare in advance. Special circumstances may include, but are not limited to:

- medical circumstances: an unexpected illness, a recurrence of a chronic illness or an accident
- a disability or illness for which a variation has already been made will not be accepted unless the disability has been compounded by an unexpected change, or an additional condition
- hardship or trauma such as the death or serious illness of a close family member, severe disruption to domestic arrangements, being a victim of crime or an accident
- religious observance or obligations
- formal legal commitments
- military service
- service with a recognised emergency management service
- representing MCI or MCI Institute unforeseen and significant employment related circumstances such as an overseas or interstate move at short notice

# Scope

This policy is relevant to all MCI students.

# References

Standard ISO 9001:2008 sections 5.2, 7.2

Standards for Registered Training Organisations 2015, Standard 5

# Responsibilities

The responsibility for implementing the requirements of this procedure rests with the Operations Manager.

## Procedure

1. A student seeking to extend their semester/course end date must complete the Semester Extension Application Form.
2. The permission to extend a semester/course end date cannot be granted for more than thirteen (13) weeks.
3. The Operations Managers (or delegated nominee) will review the application. The decision to approve an extension will be made at their discretion.
4. The student will be advised in writing of the outcome within 10 working days.
5. Students seeking a semester (unit of study) extension must submit a Semester Extension Application Form before the semester end date.
6. Applications will be entered into the student management system upon receipt and a copy will be kept on the student's file.
7. Subsequent extension applications can be only lodged under the special circumstances, as defined in this procedure.
8. Students who have their extension granted:
  - a) Will have access to the Learning Management System (LMS), academic and /or educational support during the extension period.
  - b) Will be contacted by MCI within 5 business days after the extension end date to arrange a subsequent VET Unit of Study commencement process if applicable.
9. Where MCI makes a decision NOT to extend the semester that decision may be a subject to review as per MCI Complaint, Grievances and Appeals Procedure.

# Records

The following records shall be generated and kept in the Student Management System for a period of 5 years:

- Completed semester extension form and any supporting documents
- Notifications and correspondence regarding extension sent to students

## Key links

- Forms and/or documents required for this procedure: **Semester Extension Form**: [Semester Extension Form - Click Here](#)

## Document revision history and version control

Version	Summary of changes	Author	Approved by	Effective date
V 1.3	Process streamlined to reflect current practice	Quality & Compliance Manager	QMT	23/06/2016