## Extension Application - Course Form

*Please complete all fields on this form. Ensure you sign and date this form prior to submitting your application.*

### About this form

#### Use this form:

* To request for an extension of up to three (3) months to complete your studies.
* If this is your first or second extension application.

#### Do not use this form to:

* Request an extension for your assessment due date. Please use the Extension Application – Assessment form instead.
* Submit a third application for extension. The Institute will only consider two applications for each enrolment, and each submission must not exceed three (3) months requested extension time.
* Request for an extension if you are a Trainee or Apprentice. If you are a Trainee/Apprentice and require an extension, please contact Student Services directly.

### There are 5 sections to this form

* Section 1 | Student details
* Section 2 | Course details
* Section 3 | Reason for applying for extension
* Section 4 | Support and action plan
* Section 5 | Disclaimer

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| --- | --- |
|  | **This icon indicates that additional information must be attached to the application.** |

### Submitting the form

You can apply for an extension by emailing this completed form to [goodstart@goodstart.edu.au](mailto:goodstart@goodstart.edu.au), or you may post your completed form to:

Goodstart Institute of Early Learning  
PO Box 12089  
George Street  
Brisbane Qld 4003

Your form must be accompanied by the required attachments. Incomplete forms or forms completed incorrectly will not be processed and will be returned to the student to complete correctly.

A response notifying you of your applications outcome will be issued within 48 hours of receipt of your completed application.

### Help with this form

For assistance with completing this form, please contact Student Services by email to [goodstart@goodstart.edu.au](mailto:goodstart@goodstart.edu.au). You can also call us on 1800 617 455.

### Section 1 | Student details

|  |  |  |  |
| --- | --- | --- | --- |
| **Student number** |  |  | |
| **First name** |  | **Last name** |  |
| **Email Address** |  | **Mobile** |  |

### Section 2 | Course details

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | Certificate III in Early Childhood Education and Care  Diploma of Early Childhood Education and Care  Identify and respond to children and young people at risk  Other (specify): | | |
| **Extension Application Type** | First application  Second application | | |
| **Requested Extension Timeframe** |  | **Number of modules to complete** |  |
| **Current End Date** |  | **Requested End Date** |  |

### Section 3 | Reason for applying for an extension

In order for your application for extension to be processed, please provide a valid reason for your request.

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| --- | --- |
|  | If you are applying for an extension due to a compelling situation or under compassionate grounds, you are required to submit evidence of these situations along with this document |

|  |
| --- |
| **Please provide your reason for extension below:** |

### Section 4 | Support and action plan

Please complete the extension action plan below in consultation with your Trainer and Assessor.

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| --- | --- |
|  | You must seek support from your Trainer and Assessor and/or CD and submit written evidence of this support along with your application. The TAA and/or CS contact details are to be included, as they may be contacted to verify their support. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Month / week** |  | **Modules to be completed** |  |
| **Month / week** |  | **Modules to be completed** |  |
| **Month / week** |  | **Modules to be completed** |  |
| **Please outline your action plan explaining how you will ensure you will complete your studies to the requested end date** | | | |
|  | | | |

### Section 5 | Disclaimer

* This form is an application for an extension only and does not guarantee you will receive an extension for your studies.
* Failure to submit all required information with this form will result in your application for extension being declined.
* Declined applications will result in withdrawal from your course and a Statement of Attainment being issued for any completed units in your course.

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Student signature Student name

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Date