

International Office Use Only

Received By:

Date:



REQUEST FOR CONFIRMATION OF ENROLMENT EXTENSION

This form is to be completed by international students wishing to renew (extend) their student visa. If approved, a new CoE will be emailed to the TAFE SA student email address.

Section A is to be completed by the student whilst Section B is to be completed by the International Student Coordinator or Nominee (student needs to arrange with the Program Group to complete Section B).

To be eligible students must:

- Provide a copy of the personal details page in your passport and evidence of your current visa
- Pay in full tuition fees for your previous enrolments
- Be enrolled in the current year
- Ensure that your Overseas Student Health Cover is valid for the duration of your visa

Section A: Personal details

TAFE SA Student ID Number:			
Full name:			
Course:			
Address:			
	Suburb:	State:	Postcode:
Email address:			
Telephone:	Home:	Semester:	
	Work:	Mobile:	
Date of Birth:	Country of Birth:		
Passport No:	Current visa expiry date:		
Where will you lodge your application for visa extension:	Country:	City:	
Are you a sponsored student:	<input type="checkbox"/> Yes, you must attach approval document from your sponsor to support this extension	<input type="checkbox"/> No	
Is your Overseas Student Health Cover valid for the duration of your new visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Student Declaration: I acknowledge that if I do not study in accordance with my TAFE SA study plan that my CoE may be cancelled.			
Student Signature:	Date:		

Section B: Program Group authority

This CoE Request Form must NOT be approved unless compassionate and/or compelling circumstances apply. If approved, please complete ALL sections below.

<input type="checkbox"/> Revised student study plan – please list remaining modules & hours			
Semester 1		Semester 2	
Module Name	Curriculum Hours	Module Name	Curriculum Hours
Revised Course Start Date:		Anticipated completion date:	
<p>I approve a new CoE for the above student on the basis that the following compassionate/compelling circumstances apply (student choosing to under-enrol is not a valid reason to extend their CoE):</p> <input type="checkbox"/> Medical grounds (medical certificate provided) <input type="checkbox"/> Student failed one or more modules which needed to be repeated to enable completion of course requirements <input type="checkbox"/> Outcome of academic review (ie student had reduced study load due to intervention strategy) <input type="checkbox"/> Student took approved leave of absence <input type="checkbox"/> Other (please specify):			
International Student Coordinator or Nominee name:			
International Student Coordinator or Nominee Signature:		Date:	

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Processed by:	Date processed:
<input type="checkbox"/> CoE issued and emailed to student <input type="checkbox"/> Form & COE copy filed in student file <input type="checkbox"/> If student sponsored, approval documentation attached	<input type="checkbox"/> PRISMs updated <input type="checkbox"/> Program Group notified <input type="checkbox"/> Student notified to purchase OSHC