

International Office Use Only

Received By:

Date:

REQUEST FOR CONFIRMATION OF ENROLMENT EXTENSION

This form is to be completed by international students needing to extend the duration of their current COE beyond the original COE end date to enable them to complete course requirements. If approved, a new COE will be emailed to the student.

Students must provide evidence of additional Overseas Student Health Cover to cover the new end date of COE/Visa.

Please return this form to TAFE South Australia, International Unit (tafesa.international@tafesa.edu.au).

Section A: Personal details (Student to complete)

Full name:			
TAFE SA ID Number		Date of Birth:	
Address:			
	Suburb:	State:	Postcode:
Email address:			
Telephone:	Home:	Mobile:	
Course Name:			
Current Visa Expiry Date:		Campus:	
Are you a sponsored student?	<input type="checkbox"/> Yes, attach approval document from sponsor to support this extension	<input type="checkbox"/> No	
Proof of additional Overseas Student Health Cover valid for the duration of your new visa (eg, 2 months after your last COE end date)	<input type="checkbox"/> Yes, attached.	<input type="checkbox"/> No, this extension will not be processed until proof is received.	
Student Declaration: I acknowledge that if I do not study in accordance with my TAFE SA study plan that my COE may be cancelled and that I must contact immigration to seek advice on any potential impacts on my visa, or to get a new visa.			
Student Signature:			Date:

Section B: Program Group authority (program lecturer to complete)

This COE Request Form must NOT be approved unless compassionate and/or compelling circumstances apply or an intervention strategy has been approved. Complete ALL sections below.

Revised student study plan – please list remaining modules & hours			
Semester 1 (Jan - July)		Semester 2 (Jul - Dec)	
Module Name	Curriculum Hours	Module Name	Curriculum Hours
Revised Course Start Date:		Anticipated completion date:	

An extension to the COE is required because:

Compassionate/compelling circumstances apply:

- Medical grounds (medical certificate required)
- Illness/death of family member (evidence required)
- Timetable issue out the student control
- Student has failed 1 or 2 units in study period and no intervention is required
- Other (please specify): _____

OR

Intervention Strategy/ new study plan (please provide evidence)

- Student has failed 3 or more units which needs either re-submission/repeating to enable completion of course requirements (this should form part of the Course Progress Review Process and thus an intervention strategy must be in place).
- Outcome of an academic review (ie. student had reduced study load due to intervention strategy)
- Other (please specify): _____

OR

- Student approved leave of absence, deferral or suspension of studies which now requires an extension to the COE

If Intervention Strategy is marked, a copy of the Intervention Strategy must accompany this form.

The COE dates must match the end date that the student is assessed as meeting the course requirements.

Principal lecturer or program representative name:

Signature:	Date:
International Student Support Consultant support comments	
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 Studylink <input type="checkbox"/> If student sponsored, approval documentation attached	<input type="checkbox"/> PRISMS updated <input type="checkbox"/> Program Group notified <input type="checkbox"/> OSHC extension evidence <input type="checkbox"/> Student notified to extend Visa (if required)