

Policy Name	Course Extension Policy
Date	3 July 2024
Responsible dept.	Student Support
Current Version	V4

PURPOSE

The College for Adult Learning recognises that, on occasion, students may require additional time to complete their study.

The purpose of this policy is to provide fair and reasonable guidelines for granting extensions of study to students undertaking studies with CAL.

SCOPE

This policy applies to currently enrolled CAL learners.

POLICY STATEMENT

Upon enrolment CAL students receive a twenty-four (24) month period to complete their course. Any CAL student can apply for a course extension at any time if additional time beyond the standard enrolment period is required.

The first six-month extension is free and will not be denied.

Extension requests made after the course expiry date will not be accepted and students will be directed to re-enrol if they want to continue their studies.

A request for extension must be made via the [extension request form](#) by a student.

Outside of the first six-month extension, students will not automatically be granted further extensions of time. However, student support will respond to all requests with approval or rejection of the request clearly indicated. Where further information is needed, student support will contact the student.

CAL reserves the right to reject any requests for an extension.

If a free extension request is rejected, additional time beyond the enrolment period is available to be purchased through re-enrolment.

SUPPORTING DOCUMENTS

- Student Handbook
- Financial Aid Policy
- Course Extension Request form
- Course Deferral Policy.

PROCEDURE

Action	Responsibility
Student requests extension of studies.	Student
Student Support to send out the course extension request form.	Student Support
Student submits an extension request form.	Student
Student Support to decide on the outcome of the application based on evidence provided and update the student file to reflect the outcome.	Student Support
Student support updates the student's Individual learning plan (ILP) and sends it to the student	Student Support

Policy Administration			
Version	Date Approved	Approved by	Next Review Due
1	15/06/2016	Helen Sabell	June 2017
2	29/06/2018	Sarah Sabell	June 2019
3	24/10/2019	Sarah Sabell	October 2020
4	03/07/2024	Sarah Sabell	July 2025
Compliance References			
Statutory			
Industry		Vocational Education and Training (VET)	
Document Located		E:Public Documents 03_CAL Operations CAL Policies 02_CAL POLICIES STUDENTS	