

Ringwood Training

Extension Policy & Procedure

Students may be provided with an extension of up to and including five additional sessions. This may be negotiated (less time) with the department coordinator depending on work still outstanding.

Students wishing to apply for an extension must submit a request via email to the department coordinator and administration (admin@rt.vic.edu.au)

Accepted circumstances for applying for an extension include (but are not limited to):

- Short-term illness
- Unforeseen employment obligations
- Family circumstances

If the student is an apprentice the department coordinator will contact the employer to communicate that the student has applied for an extension on the unit and that it may impact their timeframe.

The student and employer (if applicable) will receive a written response regarding their extension and the department coordinator will document the decision in the students file/Axcelerate.

Students who have not been granted an extension in order to submit work after the expected allocated timeframe will be subject to additional fees.

If the student is an apprentice/sbat it must be communicated to them and their employer how it affects the end of their apprenticeship as it may surpass their nominal completion date.

All communication regarding extensions will be saved in Axcelerate.