

## **Request for extension or Variation of CoE Form**

***To be completed by students who need to extend or vary their CoE beyond the agreed dates in their student agreement due circumstances listed below.***

***(incomplete forms are not accepted)***

***If your contact details have changed since you lodged your application, please provide new details and send it to MCOHB in person at reception or via email to [admin@MCOHB.edu.au](mailto:admin@MCOHB.edu.au) otherwise we may not be able to contact you with important information.***

In accordance with the *ESOS Act* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, MCOHB may extend the duration of the student's course only for the following circumstances:

- On medical grounds (a medical practitioner's certificate indicating the student is unable to attend class) and a deferment or suspension of study has been granted; or
- In exceptional compassionate circumstances beyond the student's control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required) a deferment or suspension of study has been granted.
- Where the student needs to vary their start dates for commencement of their enrolled course.
- Where MCOHB is unable to offer a key or prerequisite unit at the time it is required, and a deferment or suspension of study has been granted.
- Where MCOHB is implementing an intervention strategy for students at risk of not making satisfactory course progress.
- Where MCOHB has approved the deferral of commencement of studies or the suspension of study.
- When students are transitioned to new training packages and the transition and teach out periods result in an extension of course duration.

NB: Any extension or variation granted to the original period of study must be reported to the Department of Home Affairs via PRISMS and if necessary a new CoE will be issued within 31 days of the student's request.

For any request to extend the course duration that is made more than 2 months after the course end date has passed will be refused and instead will be treated as a new application for enrolment. Due to students being expected to complete the course within the duration specified in their CoE, any extension of the course after the course end date will incur a fee of \$250 per week. For course package enrolments, if duration of the first course is extended, the start date and end dates of subsequent courses are subject to change accordingly.

**Applicant Details**

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Family Name (as per enrolment registration): \_\_\_\_\_  
Given Name (as per enrolment registration): \_\_\_\_\_  
Phone: \_\_\_\_\_ mobile phone: \_\_\_\_\_ student email: \_\_\_\_\_

**Course Details**

Course Code: \_\_\_\_\_ Course Title/Name: \_\_\_\_\_  
Original Start Date:(as per CoE/offer letter) \_\_\_\_\_ Course end date (as per CoE/offer letter): \_\_\_\_\_  
New Start Date: \_\_\_\_\_ New course end date: \_\_\_\_\_  
Total weeks of original enrolled course: \_\_\_\_\_  
Total weeks before completion of current enrolled course: \_\_\_\_\_

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*Reason for CoE extension application*

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- Compassionate or compelling circumstances beyond the control of the student.
- Implementation of an intervention strategy due to not making satisfactory course progress.
- Deferment, suspension or leave of study has been granted.
- Change of commencement or finish date due to compelling circumstances

Please outline the reasons/circumstances for seeking the request:

Do you have evidence to support the reasons/circumstances outlined?  YES  NO  NA

If Yes, please indicate type of evidence and attach:

## **Student Declaration**

I declare that the above information is true and correct. I acknowledge that withholding information or providing incorrect information may delay processing of the application and breach my Visa conditions.

Student Signature:

Date:

If approved MCOHB will report the changes to your existing enrolment to the Department of Home Affairs via PRISMS within 31 working days. If you require more information as to how this action may affect your visa, contact the Department of Home Affairs via their website.

### ***Checklist of items to be changed before application is approved***

You may apply to extend your student visa within four months of your current visa expiring. It is important to always be aware of the expiry date of your visa, and that you must apply for a new visa before your current visa expires.

MCOHB encourages all students to apply for a new visa onshore, i.e. in Australia. Applying offshore may result in delays and prevent you from returning to Australia in time to recommence your studies.

A student visa application can be lodged online via your Immi Account. Further information about applying for a new student visa can be found on the Department of Home Affairs' (Immigration & Citizenship) website.

### **Before you apply ensure you:**

- Extend your Overseas Student Health Cover (OSHC). Your new OSHC policy must cover the duration of your expected new visa length. Generally, this means that your cover should extend three months after your expected course completion date (i.e. until 31 August for those completing after Semester one, 15 March for those completing after Semester two, 31 October for those completing in Winter Term).
- Have an approved & current study plan. If not, request that student support to provide one; and make sure your enrolment reflects your approved study plan; and
- Finalise all outstanding tuition fees by Friday of Week one.

### **FOR OFFICE USE**

***Approver must be the CEO, Director of Studies and operations manager or their delegate***

Date application received:

Received by:

Application approved:

YES

NO

CEO/Director of Studies/delegate signature:

Date:

Printed Name:

If NO why not:

Finance check and approval:  YES  NO Date:

Course Start & End Date Affected:  YES  NO

Create New CoE & Update Data:  YES  NO Date

SMS updated  YES  NO Date updated:

Admin officer Name:

PRISMS updated  YES  NO Date updated:

Admin officer Name: