



## POLICY – Course Extension Policy

Requirement	
<p>If a student wishes to continue with the Course beyond the agreed expiry date, an application for a course extension must be made in writing to <b>YouStudy</b> and received fourteen (14) days prior to expiry date.</p> <p>At the time of course enrolment <b>YouStudy</b> and the student will agree on a date for online course access at the time of enrolment, this date will be known as the agreed course commencement date and course expiry date.</p> <p>Course duration is effective from the agreed course commencement date until the course expiry date. Login access to available units will be active as at the agreed course commencement date. A student will be deemed to have commenced their course at the time of login on or after the agreed commencement date.</p> <p>The Course is non-transferable once the student has commenced their studies.</p> <p><b>YouStudy</b> will not be obliged under any circumstances to extend the period of a student's enrolment if the student has not completed the program/Course in the allocated time.</p> <p>Once the allocated time for a given program/course has ended the student will no longer be provided with access to the course material, course assessment and unlimited trainer support.</p>	
Course Extension Costs	
In most instances <b>YouStudy</b> may arrange a course extension for a student at an additional fee of \$280 for a three month extension and \$500 for a six month extension.	CEO Administration Trainers/Assessors
Placing Course on Hold	
In some circumstances a student may wish to place their course on hold due to extended holidays or unforeseen events which do not allow continued study. Students should contact <b>YouStudy</b> Administration to request that their course be placed on hold for a period time which is not to exceed six months.	CEO  Administration  Trainers/Assessors
Related policies	
<ul style="list-style-type: none"> <li>Enrolment</li> </ul>	
Related procedures	
<ul style="list-style-type: none"> <li>Enrolment</li> </ul>	
Related documents	



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| <ul style="list-style-type: none"><li>• Request for Course Extension Form</li><li>• Enrolment Form</li><li>• Student Handbook</li><li>• Terms and Conditions</li></ul> |  |
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