

## Extension of Studies Request Form

**Complete and sign this Form and forward to the Student Support Team at Job Training Institute**

City Campus: Level 4, 259 Collins Street Melbourne VIC 3000

Dandenong Campus: Suite 6, 106 Foster Street, VIC 3175

**Date of the Application:**

**Student Full Name:**

**Student ID:**

**Phone Number:**

**Email Address:**

**Course Code & Name:**

**Trainer Name:**

**Current Course End Date:**

**Requested Course Extension (in weeks):**

**Reason for Extension Request**

- ☐ Medical or personal reasons (attach supporting evidence)
- ☐ Employment commitments
- ☐ Placement delay (by RTO or host employer)
- ☐ Other (please specify): \_\_\_\_\_

**Provide brief explanation:**

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**Supporting Documents Attached:** ☐ Yes ☐ No

### Student Declaration

I declare that the information provided is true and correct.

I understand that:

- This request is **subject to RTO approval** and **Skills First Program** eligibility conditions.
- Extensions beyond the **maximum nominal duration** allowed under the **Skills First VET Funding Contract** may not be approved.
- I must continue to provide **evidence of participation (EOP)** during the extension period to maintain my funded status.
- My new completion date will be updated in **Vettrak** and reported to **SVTS** accordingly.

**Student Signature:**

**Date:**

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**For Office Use Only**

**Extension Request Approved by Trainer / Coordinator?**

- ☐ Yes  
☐ No, Comments If Applicable:

**Trainer's Name:**

**Trainer's Signature:**

**Date:**

**Extension Request Approved by QA Department?**

- ☐ Yes  
☐ No, Comments If Applicable:

**New End Date Approved:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Evidence of Participation Verified:** ☐ Yes ☐ No

**SVTS / Vettrak Updated:** ☐ Yes ☐ No

**Comments, If Applicable:**

**QA Officer Name:**

**Signature:**

**Date:**

**Record Retention**

*All extension records and supporting evidence will be retained for a minimum of 7 years in accordance with the Skills First VET Funding Contract and the Standards for RTOs 2015.*