



### COE EXTENSION FORM

CHOOSE YOUR COLLEGE:

Melbourne Metropolitan College

Langford English College

#### Personal Details

Full Name		Date of Birth	
Phone number		Email	
Address			
Student ID			
USI			
Course Code and Title			

#### Procedure

Under National Code Standard 9, the Melbourne Metropolitan College (MMC) may extend the duration of the student's course only in 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, compelling circumstances beyond the student's control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstance is required) and
- a deferment or suspension form of study has been granted.
- Where the College is unable to offer a key or prerequisite unit at the time it is required a deferment or suspension form of study has been granted.
- Where the College is implementing an intervention strategy for students at risk of not meeting academic progress requirements.
- Where the College has approved the deferral of commencement of studies or the suspension of study.
- Any extension to or changes to the COE will be notified via PRISMS and a new COE created (If necessary)

Original start of CoE \_\_\_\_\_ Original End Date of CoE \_\_\_\_\_

Reason for extending CoE:

#### Office Use Only

Date of Submission:

MMC / Langford representative's Signature:

Approval from RTO Manager: Yes  No

Signature:

CoE to extend for another .....week(s) /month(s)

Update data on PRISM on .....

Signature		Date	/	/
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