



## Application for Extension Form – International Students

This form is to be completed by the students who wish to extend their studies. Extension of studies will be granted as per Victorian Institute of Education's Student Administration Policy. Students may extend their studies for up to 12 months as a maximum. Students are required to complete this form giving reasons for the extension.

### Student details

Student Name		Student ID	
Address			
Contact Number		Email	
Course			

I wish to extend my enrolment with Victorian Institute of Education. Please include the duration of the extension you are seeking and the date you wish to recommence, as well as the reasons for extending your studies:

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I wish to extend my enrolment until (insert date)			
Address while on leave (if different to existing details):			
Contact No.:		Email:	

In signing this form, you agree:

- The information provided is true and complete
- That you have attached all required supporting documents.

<b>Student Signature</b>	
Signed:	
Student Name:	
Date:	

**Please forward this completed form to our office on the details below.**

Office Use Only

Application for Extension		Approved	Not Approved
Checklists	Notified Student	SMS updated	PRISMS updated
Comments:			
Approved/Rejected By:			
Staff Name:		Position:	
Signature:		Date:	