



### 3.18 Student Extension & Deferral Policy – Purpose

This policy ensures that students go through the correct process to apply for assessment or course extensions and course deferrals.

### 3.19 Policy

#### 3.19.1 Assessment Extensions

All students need to submit assessments by the set due date unless otherwise agreed to in writing

Students must submit a request in writing to the Training Manager / Senior Base Pilot stating the reasons why they require an extension

A request for an assessment extension must be submitted PRIOR to the assessment due date

Extensions are granted at the discretion of the Training Manager / Senior Base Pilot

The student must submit their assignment on the new agreed deadline.

#### 3.19.2 Course Extensions

TVSA Pilot Training may at their discretion extend a students course based on their academic progress

Students may apply to TVSA Pilot Training in writing to request an extension to their course.

Course extensions are subject to fees and charges as set out below

**Table 3-8 Course Extension Duration**

Extension Duration	Cost
1 Month	\$300
2 Months	\$600
3 Months	\$900
6 Months	\$1,800

#### 3.19.3 Course Deferral

Under exceptional circumstances, a student may request to defer their studies.

Only one deferral will be granted per student, to a maximum of 6 months.

All deferrals are granted at the discretion of the Instructor.

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Table 3-9 Course Deferral

Deferral Duration	Cost
1 Month	\$300
2 Months	\$600
3 Months	\$900
6 Months	\$1,800

\*Exceptional Circumstances may include:

- Personal illness
- Family illness
- Circumstances beyond the students control that prevents them from being able to engage in training

TVSA Pilot Training will notify all relevant bodies of the students extension and update relevant systems where required

TVSA Pilot Training will inform the student of our intention to suspend or withdraw a student and advise the student of their right to complain/appeal this decision within 20 days

- TVSA Pilot Training will ensure that the suspension/withdrawal does not occur until the internal appeals process is completed, unless the student's health or wellbeing, or the wellbeing of others is likely to be at risk.

#### 3.19.4 Course Suspension

TVSA reserves the right to suspend a students studies with us.

Circumstances in which this may occur include:

- Outstanding fees & charges
- Personal illness
- Family illness
- Circumstances beyond the students control that prevents them from being able to engage in training

TVSA Pilot Training will notify all relevant bodies of their intention to suspend a student, or immediately following the students suspension

TVSA Pilot Training will inform the student of our intention to suspend or withdraw a student and advise the student of their right to complain/appeal this decision within 20 days

- TVSA Pilot Training will ensure that the suspension/withdrawal does not occur until the internal appeals process is completed, unless the students health or wellbeing, or the wellbeing of others is likely to be at risk

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### **3.19.5 Course Withdrawal/Cancellation**

TVSA reserves the right to withdraw a student from their studies with us. Circumstances in which this may occur include, but is not limited to:

- Outstanding fees & charges
- Unsatisfactory attendance
- Unsatisfactory student progress
- Breach of our Student Code of Conduct
- Breach of our Accommodation Policy
- Breach of any of our policies, including safety
- Exhibiting behaviour that is dangerous or threatening to others

TVSA Pilot Training will notify all relevant bodies of their intention to withdraw the student, or the withdrawal of the student as soon as practicable

### **3.19.6 Related Policies**

- Training and Assessment Policy

### **3.19.7 Related Procedures, Forms and Documents**

- Student Extension & Deferral Procedure
- Request for Extension/Deferral Form

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