UTA INSTITUTE OF TECHNOLOGY

Request for Extension of CoE

Student administration | Fillable form

Complete the applicable sections, attach supporting evidence, sign and save a copy. Submit to admin@utait.edu.au or Student Administration at 58 Newlands Road, Reservoir VIC 3073. Use DD/MM/YYYY for dates.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

○ Domestic ○ International

Course start date

Current course end date

2 Requested extension

Current CoE number

Current CoE end date

Requested new end date

Additional weeks requested

Units / assessments remaining (attach updated study plan)

3 Grounds for assessment

Select the applicable National Code Standard 8.16 ground

- ☐ Compassionate or compelling circumstances supported by evidence
- ☐ Intervention strategy implemented or being implemented for course progress
- ☐ Approved deferral or suspension under National Code Standard 9

Explain the reason, dates, impact on completion and requested duration

4 Supporting documents

Tick documents attached (where relevant)

- ☐ Compassionate / compelling evidence
- ☐ Intervention strategy / progress record
- ☐ Approved deferral / suspension record
- ☐ Revised training plan / completion schedule

List attachments, dates and reference numbers

UTA Institute of Technology Pty Ltd | RTO 41121 | CRICOS 04064G

58 Newlands Road, Reservoir VIC 3073 | 03 9462 3464 | utait.edu.au

5 Important information

An extension is not automatic. UTAIT must establish a permitted ground under National Code Standard 8.16 and document the revised completion plan. Apply before the current CoE ends where possible; contact UTAIT immediately if it has already ended.

An approved enrolment change may affect your visa. UTAIT records reportable changes in PRISMS as required. Seek current visa information from the Department of Home Affairs or a registered migration agent; this form does not grant or extend a visa.

Any applicable fees or financial adjustment must be assessed under the current published fee schedule, your Written Agreement and applicable law. No fee or deduction is authorised solely by submitting this form.

You may seek review through UTAIT's Complaints and Appeals Policy. A written decision will explain the outcome and any applicable appeal process.

Framework: Education Services for Overseas Students Act 2000 (as amended); National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 8, 9 and 10.

6 Student declaration

I confirm that the information supplied is accurate to the best of my knowledge and that the attached documents are genuine. I understand a CoE extension is separate from any visa application and I must check visa and OSHC requirements relevant to my circumstances.

UTAIT uses this information to administer enrolment, training and support. It is handled under UTAIT's Privacy Policy and disclosed only with authority or as required by law. Contact Student Administration to request access or correction.

Confirm before signing

☐ I have read and confirm the declaration above.

Student signature / typed full name

Date (DD/MM/YYYY)

For paper submission, sign by hand. For electronic submission, type your full name and tick the declaration. Keep a saved copy.

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7 Office use only

Date received

Received by / position

Decision / status

Approved Not approved Pending information

Reasons, conditions and evidence considered

Authorised officer name / position

Signature / typed name and date

Written outcome sent: date / method

Appeal information supplied: date / N/A

Student file / SMS updated: date / initials

PRISMS action / date / N/A

Finance / fee adjustment reference / N/A

Agent notified (if authorised): date / N/A

Ground accepted under Standard 8.16 and evidence reference

Approved new end date / revised CoE reference

Revised training plan issued: date

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