Confirmation of Enrolment (CoE) Extension Request Form (International Education)

This form should be used for international students requesting an extension to their study. The Education Manager and delivery team must be consulted before submission to TasTAFE International for final approval.

Before submitting this form, we recommend reviewing the latest information on the Department of Home Affairs' website (homeaffairs.gov.au) as adjustments to your enrolment may impact your visa status. This is your responsibility as an international student.

# Section 1 – Student Details

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| **Family Name:** |
| **Given Name:** |
| **Date of Birth:** |
| **TasTAFE Student ID:** |
| **Mobile:** |
| **Address:** |
| **Email:** |

# Section 2 – Course Details

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| **Course Name:** |
| **Course Code:** |
| **Campus:** |
| **Start Date:** |
| **End Date:** |
| **Visa Expiry Date:** |

# Section 3 – Reason for Extension

**A. Please provide a supporting statement and evidence outlining the reasons for your request for a CoE extension.**

**B. To extend your CoE, TasTAFE needs either an intervention strategy in place or evidence of compassionate and/or compelling circumstances.**

**Please select the category that fits your situation.**

* Academic Progress (Intervention Strategy was implemented.)
* Death or serious illness of a close family member (please provide a death certificate or medical certificate.)
* Serious illness or injury (please provide a medical certificate or other related documents.)
* Traumatic experience where you have been a victim of, or a witness to, a serious accident or crime, and this experience has adversely impacted on you (please provide a medical certificate or other related documents.)
* Approved reduced study load (please provide evidence of the approval for the reduced study load.)
* Change to course structure or pre-requisites (attach a support letter from TasTAFE verifying the change to your learning plan)
* Others (please provide a supporting statement and evidence outlining your reasons for needing a CoE extension.)

# Section 4 – Student Declaration

TasTAFE is gathering your details on this form in compliance with the Information Privacy Act 2009 and Education Services for Overseas Students Act 2000 to facilitate your request. Your personal information will not be shared with any third party without your consent, except where authorized or mandated by law.

* I understand that receiving a CoE extension does not guarantee a new student visa

and my visa application needs to be approved by the Department of Home Affairs.

* I understand that it is my responsibility to extend my OSHC policy before applying for a new student visa.
* I declare that all the information provided on this form is accurate and complete.
* I understand that providing inaccurate information or withholding relevant details may delay the processing of my application.

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| **Student Name:** |
| **Student Signature:** |
| **Date (DD/MM/YYYY):** |

# Section 5 – Office Use Only

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| **Approved Yes No**  **Reason of non-approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **TasTAFE Manager International Business Development** |
| **Name:** |
| **Signature:** |
| **Date (DD/MM/YYYY):** |

Record Number: DOC/24/155222