

EXTENSION APPLICATION FORM

Who should use this form? Use this form if you wish to apply for an extension for your qualification. This form should be submitted one month prior to your end date.

How do I lodge my request? Please submit the completed form and supporting documentation to studentsupport@aim.com.au

Note: Extensions incur a monthly fee of \$200, up to a maximum of six (6) months.

For more information on extensions, please refer to the AIM Student Handbook <https://www.aim.com.au/student-information> or contact Student Support.

1 – Personal Details	
First Name:	Last Name:
Student Number:	
Date of Birth:	
Address:	
Contact Number:	Email:
2 – Course Details	
Course Name:	
Course Start Date:	
Campus: <input type="checkbox"/>	Online: <input type="checkbox"/>
3 – Extension	
Reason/s for Extension (provide a brief description below):	
Number of units remaining to complete the course:	
Amount of time requested:	<input type="checkbox"/> 1 month <input type="checkbox"/> 4 months <input type="checkbox"/> 2 months <input type="checkbox"/> 5 months <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months

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4 - Application for special circumstances

Apply for special
circumstances:

Yes ☐

No ☐

Documents attached to support your application for special circumstances:

1.

4.

2.

5.

3.

6.

5 – Declaration

☐

I declare that to the best of my knowledge, the information I have provided on this form is true and correct.

☐

I declare that I have read and understood the extension process outlined in the [AIM Withdrawal, Deferrals and Refunds Policy](#).

☐

I am aware that the additional fee charged for extensions is \$200 per 30 days of extension granted.

Student Signature: _____

Date: _____

PRIVACY: For details of AIM practices regarding student information and privacy see:
www.aim.com.au/student-information/privacy