

Application for Course Extension

About this form: You need to complete this form if you wish to request an extension on your enrolled course with Rapid Training. You are strongly advised to read the information in the student handbook on Course Progression and Completion prior to submitting this request. There are three sections to this form:

- Section 1—Student & Course details
- Section 2—Request details
- Section 3—Application Decision

Unless otherwise indicated, you must provide a response to each question and to each part of each question. A separate form is required for each course.

Application Fee: There is no fee associated to apply and have evaluated your request to suspend an enrolled course. However, extension fees may apply if the decision is to offer a paid extension.

Submitting the request: This request must be submitted by email to training@rapidsolutions.com.au.

Section 1—Student & Course details *(to be completed by student)*

Student Name:		Application Date:	/ / 20
Email:		Phone Number:	
Course:	<input type="checkbox"/> CPP30115 Certificate III in Urban Pest Management <input type="checkbox"/> General Pests <input type="checkbox"/> Timber Pests <input type="checkbox"/> Other: _____	<input type="checkbox"/> Pest Management for Support Staff - Level 1 <input type="checkbox"/> Pest Management for Support Staff - Level 2 <input type="checkbox"/> Bed Bugs Management <input type="checkbox"/> Bed Bugs Management - Accommodation	
Course Start Date:	/ / 20	Course Expiry Date:	/ / 20

Section 2—Extension Request details *(to be completed by student)*

Requested New Completion Date:	/ / 20
Reasons for Course Extension:	<input type="checkbox"/> Medical (Personal) – evidence attached <input type="checkbox"/> Medical (Carer Support) – evidence attached <input type="checkbox"/> Other. Please provide details:
Student Signature:	
Application Date:	/ / 20

Section 3—Application Decision *(to be completed by RT Management)*

Reviewed By:		Reviewed Date:	/ / 20
Application Status:	<input type="checkbox"/> Extension Approved - No Fee <input type="checkbox"/> Extension Approved – Fee <input type="checkbox"/> Extension Declined		
Approved NEW Course Completion Date:	/ / 20	Extension Fee: <i>if applicable</i>	\$
Application Outcome Notes: <i>(Conditions/ Modifications / Feedback)</i>			
Advised Student of Application Outcome:	<input type="checkbox"/> Email Sent Date: / / 20 <input type="checkbox"/> Updated VETtrak <input type="checkbox"/> Updated Coassemble Access		