



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 General Manager – Operations 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 RTO General Manager & General Manager - Operations

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 3-1 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 Training Manager / Senior Base Pilot

Table 3-2 Course Deferral

Deferral Duration	Cost
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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

Exceptional Circumstances does not include:

- Failure to obtain a medical by the required date
- Falling behind on course work without valid reason

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



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

Delays Obtaining Medical

If a student experiences any delay in obtaining their medical, they are unable to continue with any flight training beyond Circuits. At this point, the student will be placed on the 'No Fly' list until they have obtained their medical.

The student may elect to withdraw from the course (so as not to incur further fees), or continue in the course completing theory work only.

Should the student elect to continue in the course, they will continue to incur fees associated with each phase of study.

Should a student elect to withdraw from the course, they must complete a withdrawal form. No refund will be provided and full fees will be payable if they choose to reenrol.

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



Written By	RTO General Manager
Approved By	CEO
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