

Domestic Course Extension Policy & Procedure

1. Purpose

This policy outlines the circumstances and procedures under which a domestic student enrolled in a full qualification at the Australian College of Business Intelligence (ACBI) may apply for a course extension beyond their scheduled course duration.

2. Policy

Course extensions are only considered in cases where a student is at the final stage of their course (typically the last 2–3 months) and has been unable to complete the qualification within the original course dates due to circumstances beyond their control.

Grounds for Course Extension

Acceptable reasons for a course extension may include, but are not limited to:

- Significant work commitments impacting study
- Caregiving responsibilities
- Illness or medical conditions

If compassionate or compelling circumstances arise during the course, students should apply for a suspension of studies, not a course extension. Refer to ACBI's Student Deferment, Suspension, and Cancellation Policy & Procedure for further information.

Course extensions will not be granted in the following situations:

- If the course is a short course or micro-credential.
- If the course has entered a teach-out phase or has undergone material changes to the training package.
- If the student has not demonstrated academic progression or has outstanding tuition fees.
- If the student has not submitted their application within the required timeframe.

Course Extension Conditions

To be eligible for a course extension, students must meet the following conditions:

- Be enrolled in a full qualification (not short courses or micro-credentials).
- Submit a formal Course Extension Request Form (available on the ACBI website).
- Submit the form no later than two weeks prior to the official course end date.
- Provide supporting documentation verifying the circumstances impacting course completion.
- Have no outstanding tuition fees.
- Have demonstrated a satisfactory level of academic progression (maintaining a minimum competency standard of >50%)
- Agree to and comply with the original assessment study plan during the extension period.
- Pay any applicable administrative fees as outlined in ACBI's Schedule of Administrative Fees.

Duration of Extension

An initial extension of up to three (3) months may be granted at no cost, if approved.

A further extension of up to three (3) additional months may be granted at a cost of \$300 (as outlined in the Schedule of Administrative Fees published on the ACBI [website](#)), depending on the nature and supporting evidence of the student's circumstances.

Approved extensions will be backdated to the official course end date, not the date of application submission.

3. Responsibilities

Students are responsible for submitting applications on time with all required documentation.

Academic Team is responsible for assessing applications and communicating outcomes to the student

Academic Team will update enrolment records and provide guidance on fee implications.

4. Requirements.

Outcome Standards for RTOs 2025

Quality Area 1 – Training and Assessment

- Standard 1.1: Training must be structured and paced to support student progress. Extensions must align with this principle and not compromise the integrity of the training product.
- Standard 1.4: Assessment must remain valid and reliable, even if a course duration is extended.

Quality Area 2 – Student Support

- Standard 2.1: RTOs must ensure students are supported to progress through their training. A course extension policy would need to demonstrate how it supports learners in completing their training successfully.
- Standard 2.2: Students must be provided with timely and accurate information. This includes guidance on course duration, extension options, and implications for completion.

5. Scope

This policy applies to domestic students who:

- Are enrolled in a full qualification (not short courses or micro-credentials), and
- Have reached the end of their scheduled course duration but have not yet successfully completed all course requirements.

6. Procedure

Step	Action	Responsibility	Timing
1	Review Eligibility: Student ensures they meet all conditions outlined in this Policy & Procedure.	Student	Prior to submission of Course Extension Request Form
2	Prepare documentation: Student collects any relevant supporting documentation (e.g. medical certificate, work roster, caregiving proof)	Student	Prior to submission of Course Extension Request Form

3	Submit Application: Student completes the Domestic Course Extension Request Form via the ACBI website within two weeks of the course end date.	Student	Once all relevant supporting documents have been gathered
4	Assessment and Decision: Domestic extension requests are assessed by the Academic team who will communicate the decision in writing.	Academic team	Within 5 working days of the extension request form submission

7. Policy Implementation

The *Domestic Course Extension Policy & Procedure* and *Course Extension Request Form* are published on the ACBI website. Administrative staff and assessors are trained to support students through the Domestic course extension process.

8. Review and Continuous Improvement

This Policy and Procedure will undergo an annual review, or sooner if required, to ensure it remains relevant and effective in guiding the operations and strategies or as needed to reflect any changes in the regulatory environment or operational practices.

Domestic course extension request outcomes are reviewed for consistency and integrity through moderation and internal audits, and student feedback. ACBI maintains records on the Change of Status Register for analysis and continuous improvement.

Document Control

Version number:	1.0	Approved by:	CEO
Approval date:	20/10/2025	Review date:	20/10/2027
Standards: Outcome Standards for RTOs 2025 (Standard 1.1, Standard 2.1, Standard 2.2)			

Version History:

Version	Date	Author	Reason	Sections
1.0	20/10/2025	Deridre D'Souza & Sam Hartley	Creation of new policy & procedure	All