

Student Application to Extend Confirmation of Enrolment (CoE)

This form is used to request an extension to a student's current Confirmation of Enrolment (CoE). Complete all required fields and attach supporting documents.

- Please send the form and supporting documents to: student.assist.adl@aihe.sa.edu.au OR student.assist.mel@aihe.sa.edu.au with subject line: **CoE Extension Request — [Student ID] [Family name]**.

Incomplete forms may delay processing.

1. Student details (required)

Student ID:	
Family name / Surname:	
Given name(s):	
Email (AIHE account preferred):	
Mobile / Phone:	
Current campus:	

2. Course information (required)

Current course name (full):	
Course Specialisation/ Minor/ Major (if any):	
Current course end date (dd/mm/yyyy):	
Expected (new) course end date (dd/mm/yyyy):	

3. Reason(s) for request (tick all that apply and provide details)

- Academic progress (e.g. failed / deferred subjects)
- Medical / compassionate and compelling circumstances
- Availability of required subjects
- Other (please specify):

Please explain the reason(s) for your extension request and include any important dates (e.g., periods absent, medical dates, assessments outstanding):

(Provide a clear summary here; if more space is required, attach a separate statement.)

4. Supporting documents (tick and attach where applicable)

- Medical certificates / hospital records (dates included)
- Evidence of compassionate circumstances
- Other (please list):

Note: For international students, attach visa/immigration correspondence if relevant.

6. Declaration and signature (required)

I declare that the information I have provided is true and complete. I understand that providing false or misleading information may result in disciplinary action.

Student signature (typed full name is acceptable):

Date: _____

For AIHE use only (internal processing)

Date received:	
Assigned to (name & role):	
Outcome / Recommendation (Approved / Conditionally approved / Declined):	
If Approved - New end date:	
If Condition approved - Conditions:	
If Declined - Reason:	
Course Coordinator (name & sign) and Date:	
Head of School / HOS (name & sign) and Date:	
Processing notes:	