APPLICATION TO EXTEND TTM COURSE COMPLETION PAST 6-MONTHS

(Applies to TC1, TMI1, TC2, TMI2, TMI3, TMD1, 2 & 3)

INFORMATION FOR STUDENTS

You are responsible for ensuring that all course requirements are completed with 6-months of your classroom course.

Extension will be considered in exceptional circumstances only and must be supported by appropriate evidence. Circumstances will be evaluated on their own merit. In the case where illness is the reason for your request, an original medical certificate must be attached to support your application.

Upon review of your application, you will be notified of approval / non-approval of your application. If the extension is approved, you will be required to attend a theory refresher and re-sit the theory assessment. There is a cost associated with the refresher and assessment re-sit (refer to the Schedule of Fees and Charges on our website). If not approved, you are required to complete the course as per the original 6-month expiry date.

For guidance on how and when to use this form, please turn over.

STUDENT DETAILS (student to complete)

Given Name/s:				**Last Name:**	
DOB:		Mobile		Email:	

COURSE DETAILS (course for which you are requesting an extension)

Course Name:				
Course Dates:	From		To	
6-Month Expiry Date:				

REASON FOR EXTENSION (student to complete)

Enter a detailed explanation about why you are applying for an extension, attach any evidence that supports your application. ***Remember to sign the form before submitting.*** Attach extra pages where necessary.

I declare that the information provided in this form is accurate and the truthful.

Full Name	Signature	Date

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APPROVAL (managers to complete)	
❒ **APPROVED**	❒ **NOT APPROVED**
Training Manager ..... Date	Training Manager ..... Date .....
Compliance ..... Date	Compliance ..... Date .....
Comments:	Comments:

Admin Use Only			
Action (where action is not applicable write N/A in date column)			Date
Student advised of outcome via email:			
1st refresher option date notified on:		Refresher and assessment re-sit completed on:	
2nd refresher option date notified on:			
Proforma for refresher and assessment re-sit emailed to Austroads on:			
Completed form saved to student profile in ReadyStudent on:			

HOW AND WHEN TO USE THIS FORM

This form is to be used in circumstances where a student anticipates they will not be able to complete their final assessment within the 6-month completion window. All students requesting an extension must complete this form **no later than 1 month before the 6-month expiry**. Submission of this form does not automatically result in approval.

Process

1. The student completes this form and includes a detailed explanation of why they believe an extension is warranted. Attach any supporting documents.
2. The student emails the completed form to training@workzone.net.au no less than **one (1) month** before the 6-months is due to expire (see example below to calculate when the 6-month window expires):

   My course started on 1 February 2025 and finished on 3 February 2025.
   I have until 3 August 2025 to complete my course (including Final Assessment).

3. If approved, students will be provided with the next available date to attend a refresher and assessment re-sit (there is a cost associated with this). A maximum of 2 opportunities to attend the refresher will be provided after which, the enrolment will be cancelled.
4. If not approved, students are required to complete the course (including Final Assessment) within the original 6-month window.

When completed, email this form (and any supporting documents) to training@workzone.net.au