

Application for Extension of Assessment

This application must be lodged with Customer Service prior to the Assessment due date. Notification of the outcome will be via email. Applications without appropriate supporting documentation will not be considered.
 Please note: One further extension of 6 months is possible. After this time it may not be possible to submit your assessment. Further charges will apply. Please refer to the Student Handbook for further information.

**Indicates Mandatory Fields – You MUST supply this Information*

Section 1: Please tick: Public course Application In-House course Application Online course

Registration number (8 digit number emailed to you at the time of registration)	
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Given Name*	Surname*
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Email*	Contact Number*
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Company*	
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Section 2: Will this Application for extension exceed a 12 month period since you attended the course?

YES (please contact Customer Services on the number provided below)

NO (continue with Application)

Section 3: Extension Application

I wish to apply for an extension for SAI Global Course name*	
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Course Date & Location*	
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Trainer*	Assessment Due Date*
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Is this your first request for an extension for this course?	<input type="checkbox"/> YES
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	<input type="checkbox"/> NO (If no, please indicate requests made previously)
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Assessment item	Date requested
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Section 4: Reason for application - (tick where applicable and attach documentation)*

Medical (appropriate medical certificates must accompany this application*)

Work (supporting statement from employer must be attached)*

Exceptional family/personal circumstances (A suitable email, letter or statement must be attached stating the disability or exceptional circumstances which prevented or will prevent the participant from completing the assessment item.)*

Signature	Date
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Forward to:

EMAIL training@saiglobal.com or MAIL GPO Box 5420, Sydney NSW 2000

Office Use Only:

Date Received	Manager's Decision & Initials	Signature	Date participant advised	Date of extension time
	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED			