**Course Extensions**

Extensions beyond course or semester end dates have a significant impact on students, including StudyLink for domestic students, visa implications for international students, and disruptions to work and family commitments. This needs to be avoided unless absolutely necessary. Other than for work placement related requests, extensions will only be available in exceptional circumstances.

Where there are challenges in completing courses or assessments within semester dates that are not related to work placements, teachers should work with their Te Puna Ako liaison to plan for changes that will avoid the need for an extension or deferrals.

Requests for extensions related to work experience, placements, internships and practicums that were affected by lockdown will be prioritised for consideration.

Guidance and approval are required from the following teams for any request for extension prior to the submission of an application:

•  Te Puna Ako
•  Te Korowai Kahurangi
•  The course Student Rep or Student Council for student voice
•  Chantelle Daniels for StudyLink
•  International Student Support for visa implications (Michelle Smith or
   Tahreem Zia)
•  Timetabling
•  Rakesh Patel for TEC related considerations