Sydney City College of Management Pty Ltd (SCCM)
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SYDNEY CITY COLLEGE OF MANAGEMENT
RTO CODE: 45203 | CRICOS PROVIDER CODE: 03620C

Course Extension Request Form

This form is to be completed by students when requesting an extension to the end date of their course. Please complete all fields and email this form to Admissions at admissions@sccm.edu.au Extension requests are processed within 5 business days.

Student Details

Student Name			
Student ID			
Email		Mobile	

Extension Details

Course Code	Course Title	Course End Date

Request Extension Until (Date)	

Please explain the reason of requesting an extension

Student Declaration

☐ I understand that this form does not automatically guarantee an extension will be granted.

☐ I agree to make adequate progress during the extension timeframe (if granted) to complete my course.

Student Name		Date	

For Office Use Only

Extension Request By		
Request Outcome	☐ Approved	☐ Declined
Fees Paid (If applicable)	☐ Yes	☐ No
Reviewer Signature		Date