APPLICATION FOR EXTENSION OF ENROLMENT PERIOD

Open Polytechnic
KURATINI TUWHERA

Academic Registry • 86 Wyndrum Avenue • Private Bag 31914 • Lower Hutt 5040 • New Zealand
Phone 0508 650 200 • 04 913 5300 • Fax 04 913 5582 • www.openpolytechnic.ac.nz • enrolmentservices@openpolytechnic.ac.nz

Personal Details – Please print

Name _____

_____

Address _____

_____

_____

Student number | | | | | | | |

Signature _____

Date | | | | | | | | (day / month / year)

Home phone ( ) _____

Home fax ( ) _____

Note

1. Extensions are not available for **trimesterised** courses. If you are enrolled in a trimesterised course you can apply to transfer. Use the **Trimester Transfer** application form.
2. Extensions approved will be for a **THREE** month period from the expiry date of your original course enrolment.
3. Your application **must** be received prior to your course expiry date.
4. Any extension to your enrolment granted will not extend your Student Loan or Allowance entitlement.
5. If your application is approved, we will advise you of your new enrolment expiry date in writing.

Exceptional Circumstances

Extension applications for **more** than three months may be considered in **exceptional circumstances** only. Your application **must** be provided in writing to the Academic Registrar and contain supporting evidence, for example, a health professional's report, or a letter of support from your employer.

Course Details

Course Code	Course Name

Reason for request _____

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