

REINSW Course Extension Application Form



Learners wishing REINSW extend the end date of their current training course must complete this application form and email it through to REINSW for processing.

REINSW will not be able to process any request for an extension unless supported by this application form.

All fields must be completed.

PART A - Learner details			
Learner Name:		Contact Number:	
Email Address:		Date of Birth:	
USI Number:			
Home Address:			

PART B - Please select the course you are currently studying - Please TICK to select one	
CPP31519 Certificate III in Real Estate Practice	
CPP41419 Certificate IV in Real Estate Practice	
CPP51119 Diploma of Property (Agency Management)	
Assistant Agent Course	
Short course - (Auctioneer, Stock & Station, Buyers Agent, or General Elective)	

PART C - Please state the extension period you are seeking:							
One month		Two months		Three months		Six months	

Important: Any period over six (6) months is considered a suspension/deferral of learning where the Cancel, Suspend or Defer form must be completed.

Extension - Please outline the reason for the extension of your course (must be completed)

PART D - Please select how you are currently completing your studies - Please TICK to select one	
Traineeship through a Government funded position	
Fee for service - upfront payment was made for the course (continue to Part F)	

REINSW Course Extension Application Form



Traineeships Only

Important: A request of extension for a traineeship can not be received unless the traineeship is within the last 90 days (three months) of the traineeship end date. REINSW can not automatically accept an extension request for traineeships.

Trainees must make an application to the Australian Apprenticeship Centre and lodge an extension request to be submitted on their behalf to the Department of Education.

PART E - Have you contacted and advised your Apprentice Centre	
Yes	
No - You must do this to ensure that your traineeship extension request is considered	

Consent - Do you consent for REINSW Training to share this form and your personal details with your apprenticeship centre to advise them of your application to either cancel, suspend, or defer your traineeship	
Yes, I consent	
I do not consent	

Important: REINSW must have the acknowledgement of your workplace supervisor prior to this application being processed.

Workplace Supervisor Acknowledgement	
Workplace Supervisor Name	
Contact Number:	
Real Estate Agency Name:	
<p>I _____, have been advised by _____ that they wish to either extend their traineeship.</p> <p>I am aware that I will be required to ensure that the trainee agrees to the revised training plan issued by REINSW Training and that they meet and complete their learning as per their training plan.</p> <p>I agree that I will remain as the workplace supervisor for _____ over the course of the extension period.</p> <p>Signature: _____ Date: ___/___/___</p> <p>Print Name:</p>	

All Learners to complete

PART F - Learner's declaration

I _____ have read and agree that the information provided by me within this application form, is to my best knowledge, true and accurate and that I agree to the following.

1. Extension of course

I understand that REINSW Training may not grant an extension based on my previous study performance, and that where REINSW Training do agree to an extension of my course, I will adhere to the dates and meet the requirements to complete my training within the required timeframe.

Where I do not meet the requirements of the extension period, I acknowledge that a further extension may not be granted, and that my course may be cancelled where I am not entitled to a refund of any fees paid to REINSW training, and that a re-enrolment fee may be payable to re-establish my course.

2. Traineeship

I agree that I will contact the Apprenticeship Centre that I am currently managed by to advise them of the interest to apply for an extension.

I agree that where an extension is granted, I will adhere to any of the conditions imposed by the Education Department as outlined within the amended training plan.

Signature: _____ Date: ____/____/____

Please note:

REINSW Training does not accept extension requests for the following REINSW Training courses:

1. CPD Online learning courses