

Kaplan Professional Extension Policy

Kaplan Education Pty Ltd



Extension Policy

This policy is current as at 3 September 2018.

Scope

This policy is applicable to Kaplan Education Pty Ltd trading as Kaplan Professional (referred to as 'Kaplan Professional'). The policy applies to all Kaplan Professional students and staff involved in the provision of education and training products and services for learners and clients.

Purpose

The purpose of this policy is to provide fair and reasonable guidelines for granting extensions of study and assessment to students undertaking nationally accredited vocational educating and training (VET) courses with Kaplan Professional.

Policy

Kaplan Professional recognises that on occasion, students may require additional time to complete their study and related assessments. This could occur for a range of circumstances, and may involve reference to the Kaplan Professional Access and Equity Policy in determining the extension to be granted.

In order to meet the varying needs of students, a range of extension options are available. These options may vary depending on the particular course of study and the student's circumstances.

Notification requirements

Students must apply for extension in writing by emailing enrolments@kaplan.edu.au or by phoning Student Services on 1300 662 203.

Prior to contacting Kaplan, students should:

- refer to their course outline to familiarise themselves with enrolment timeframe and assessment requirements.
- familiarise themselves with the Extension schedule and the Extension type details in this policy.

Awarding an extension

- only one Extension type can be applied at any time.
- when an Extension type is applied, the extension time period will always commence from the most recent end date of the relevant course.
- students are notified in writing once an extension has been applied.
- for formal Extension requests, the extension fee is required to be paid prior to the extension being applied. Further information regarding Kaplan's extension fees can be found below and on Kaplan's fee section on the website: <http://www.kaplanprofessional.edu.au/faqs/financial-services-fees>.

Extension schedule

Table 1 Real estate programs extension schedule

Program	Time allowed	Extension period is available	Cost
Certificate of Registration	6 months	2 months	\$150
Licensing	12 months	2 months	\$150

Table 2 All programs (non- real estate) extension schedule

Extension Type	Time allowed	Cost
Assignment resubmission/ exam resit period	4 weeks	Fee waived by Kaplan
Formal extension	4 weeks	\$100
	8 weeks	\$200

Extension type

Assignment resubmission / exam resit period

If a student reaches the end of their enrolment period and has been deemed not yet competent in one or more assessment tasks, then an additional 4 weeks is granted provided all assessment tasks were attempted during the enrolment period. This is referred to as the assignment resubmission and/or exam resit period.

This additional 4 week time period starts from the end of the initial enrolment period.

Students are not required to contact Kaplan for this additional timeframe to be applied.

If one or more assessment tasks were not attempted within the enrolment period, the student is not eligible for an additional 4 weeks at no charge. A formal extension must be requested and purchased.

Formal extension

A formal extension is available to be purchased if additional time beyond the enrolment period is required. Students can choose to pay for either a 4 week or an 8 week extension.

The maximum extension allowed per subject enrolment is 8 weeks.

A request for a formal extension must be made no later than 1 week after the enrolment period or the assignment resubmission or exam resit period. If the request is received after 1 week, a subject re-enrolment fee will apply.

Refer to the fee schedule on the Kaplan Professional website:

<http://www.kaplanprofessional.edu.au/faqs/financial-services-fees>.

Related documents

- Kaplan Professional Assessment Policy
- Kaplan Professional Access and Equity Policy.

Related legislation and guidelines

Standards for Registered Training Organisations (RTOs) 2015 – Clauses 4.1, 5.2, 5.3.

Policy Category	Quality Standards			
Document Owner	Head of Operations			
Review Date	Sep 2021			
Approved by			Authorised by	
Head of Operations — Kaplan Professional Compliance Manager — Vocational and Professional Education			CEO — Kaplan Professional	
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Head of Operations	New procedures	31.3.2018	1.4.2018
2.0	Head of Operations	Updated procedures	27.3.2018	3.9.2018