

EXTENSION APPLICATION



If, for any reason, you are not able to complete your Course or Programme within the time stipulated in the contract you signed with The Learning Group, you may apply for an extension for your Course or Programme.

This means that once your extension application gets approved, you will be granted an extra period of time to complete your Course or Programme and still receive your Certificate or Diploma once completed.

EXTENSION POLICY

1. The Learning Group understands that certain issues may prevent the Student from finishing his or her desired Course or Programme in the time stipulated in the contract that was signed between the Student and The Learning Group.
2. In all cases, The Learning Group attempts to assist the Student's completion of the Course or Programme.
3. However, it is the responsibility of the Student to inform The Learning Group immediately when he or she encounters problems or find themselves in a situation that might prevent them from completing the Course or Programme.
4. In this case the Student must request an extension of his or her current contract so that the Course or Programme can still be completed.

TERMS AND CONDITIONS



If your contract period with The Learning Group has expired and you have not completed your Course or Programme, you may apply for an extension at The Learning Group.

In order to apply for the extension, you must fill in and submit your **Extension Application Form**. You will be held liable for the extra cost of the extension.

The monthly **cost of the extension** will be as follows, unless otherwise arranged with The Learning Group:

- a) If you are a monthly payer and you wish to extend your Course, you will continue to pay the same monthly fee as you are currently paying.
- b) If you paid cash upfront when you enrolled and you wish to extend your Course, the monthly fees will be based on the latest fees and so will the cash price if you want to pay in advance. (When a full cash payment is made, the student will be granted a 20% discount.)

Once the learner has completed, signed and submitted the **Extension Application Form**, The Learning Group will proceed with the processing of the extension request.

PLEASE NOTE:

You will be held responsible for all payments relating to the Extension Application as soon as The Learning Group receives your signed Extension Application Form.

I (Full Name) _____ acknowledge that I have read and understand the Terms and Conditions that are applicable to **The Learning Group's Extension Policy**.

EXTENSION APPLICATION FORM



Name & Surname:

Student Number:

ID Number:

Full Name of your Course:

Number of months (period of time) you wish to extend you studies with:

I (Full Name) _____ acknowledge that I have read and understand the Terms and Conditions that are applicable to **The Learning Group's Extension Policy** and that all the above information is true.

THE LEARNING GROUP BANKING DETAILS



BANK	ABSA BANK
ACCOUNT NUMBER	407 232 9593
BRANCH CODE	632 005
TYPE OF ACCOUNT	CHEQUE ACCOUNT
PROOF OF PAYMENT: <ul style="list-style-type: none">▪ You need to e-mail the Deposit Slip, together with this Extension Application Form to: consult@learninggroup.co.za. ▪ Remember to use either your ID Number or Student Number as a reference on the Deposit Slip.	

- I hereby acknowledge that all the information provided above is correct.

Signature: _____ **Date:** ____/____/____