

PURPOSE

To describe the procedure to extend assessment deadlines and penalties

POLICY

Once you commence your studies with the PGA International Golf Institute you are provided with a timetable of when your assessments for each unit are due.

Should a student require an extension, they should complete and submit the “Assessment Extension Application Form”, available via The Fairway, before 23.59 AEST on the assessment due date. Only in exceptional circumstances will a late application be accepted.

Student Services may take into consideration the applicant's prior history of assessment extensions.

The following circumstances will normally result in extensions being granted by Student Services provided that required supporting documentation is submitted:

1. Medical grounds with medical certificate signed by a medical doctor or allied health professional;
2. Unforeseen work or volunteer commitments with supporting letter from employer;
3. Other grounds, comprising extenuating circumstances beyond the student's control, e.g., a death in the immediate family or an accident, victim of crime, carer's illness, unexpected weather event (flooding, hail), damage to property, with supporting evidence such as death notice, medical certificate or police report.

If the extension is granted over the phone, Student Services must confirm this immediately in an email. The extension request for your assessment submission will also be recorded in the Student Management System.

The following circumstances are unacceptable grounds for extensions:

1. Inability to have an Assessment word processed by the due date
2. Other Assessments due on or about the due date
3. Disk, computer or ICT failure unless publicly documented (ICT failure at the PGA server is treated at a global unit level by the school)
4. Foreseeable work, travel or social commitments

Length of Extensions

The PGA IGI has a duty of care to ensure that the student will still be able to keep up with their study and assessments. Therefore the normal maximum extension period is ten (10) days. In extraordinary circumstances, Student Services may agree to a longer extension but this will require additional evidence about the student's ability to catch up with their work.

If a student is unable to meet the extended deadline, they will be withdrawn from the unit, as they will simply not be able to keep up with their studies there is a re-enrolment fee of \$100.00 per unit.

Supporting documentation required

You must provide a copy of supporting documentation with your application for an extension. If you do not have the documentation at the time when you make your application, you should include a note to

this effect in your application. You should forward your documentation to Student Services as soon as possible.

Please note – the PGA IGI will not process your extension application until the required supporting documentation is received.

Assessment Late Submission Penalty

Assessments that are received after the submission date or, where an extension has been granted, after the extended date, will be subject to a late submission penalty of \$100.00.

Online/Distance students are able to apply for a maximum of a 3 month deferral in writing; see the ***PGA IGI Withdrawal and Deferral Policy*** for further information.