



Programme Extension Application Form 2024 version 1.0

Our Programme Extension Policy and Procedure are our Web site at
www.nasa.co.nz/students/during-your-course/programme-extensions/
They are also in our Student Handbook and the rules and regulations on the notice board in the Great Hall.

Introduction and instructions **Questions? Please contact us**

- **You should use this form if you:**
 - Are currently enrolled in a programme at The National School of Aesthetics; and
 - Have completed at least 1 month or 10% (whichever is the lesser) of your programme; and
 - Need to **extend the end date of your programme** to successfully complete your studies due to a **major / significant circumstance beyond your control** like a major / significant medical issue; and
 - Believe you will be able to complete your programme no later than **12 months / 1 year** from the finishing date of your original enrolment.
 - If you are unable to meet some or all of these criteria, you may need to **withdraw** using the **Withdrawal Form**.
 - Please contact the Student Liaison Officer to discuss withdrawal over first before withdrawing.
- Please carefully read **all pages** of this form **before** filling it out. Supply truthful and correct answers.
- If filling out by hand, use blue or black pen, print clearly and **USE NEAT BLOCK LETTERS** for your answers.
- Submitting this form does **not** automatically guarantee we will approve the application or there will be a space for you in another intake. (We will discuss this with you.)
- **Note:** The year in the title refers to the year this form was created, not the year it can be used.

Personal details **Print answers CLEARLY and in BLOCK LETTERS**

I formally wish to apply for **an extension to my current programme.**

Legal surname

Legal first names

Address

List your address using NZ Post Guidelines

	Postcode				

Cell phone

Email address

Date of birth

Day		Month			Year				

NZQA number / National Student Number

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Student Initials

Parent's Initials

Your programme and starting date

The programme I am enrolled in is:

- New Zealand Certificate in Nail Technology [NZ3443]
- New Zealand Certificate and Diploma in Beauty Therapy [CO3691]
- Other (please specify):

The programme started in the following month and year:

0		2	0	2	
Month		Year			

Extension reasons

You should supply evidence of your claim

I am requesting an extension due to:

Extension reasons

- | | |
|---|---|
| <input type="checkbox"/> Major / significant medical issue(s)* | <input type="checkbox"/> Other major / significant extenuating circumstance(s)* |
| <input type="checkbox"/> Major / significant traumatic incident(s)* | * Requires documented evidence (see policy) |

Please supply valid supporting documentation with this form to support your application for a programme extension.

Briefly explain below why you are requesting an extension. Attach another sheet of paper if this space is not sufficient.

Student Initials

Parent's Initials

Terms, conditions and further information

In this document, the following substitutions will apply:

- The student applying for the programme extension is herein referred to as “you” / “your”; and
- Aesthetics House Limited trading as The National School of Aesthetics is herein referred to as “we” / “us” / “our”.

Your Reason(s) for Requesting a Programme Extension

For us to make an informed decision about your programme extension, we need you to give truthful and accurate reason(s) for your request. You also need to supply documentation to support your request, wherever and whenever possible. We reserve the right to refuse your reasons if there is no evidence or there is not sufficient evidence or if it contradicts evidence from other sources. This information will be treated confidentially on a need-to-know basis within our team. We also may be unable to confirm a space is available for you in a later intake where that intake is full or for other logistical reasons.

Programme Extension due to Medical Issues, Traumatic Incidents, and / or Other Extenuating Circumstances

When you are **applying for a programme extension due to medical reasons**, you will need to supply a valid medical certificate from a registered medical practitioner stating, in his or her opinion, you need an extension to your programme due to major medical reasons. Your medical certificate must be supplied with this form.

When you are **applying for a programme extension due to traumatic incidents or other extenuating circumstances**, you may need to supply valid written information from a professional stating, in his or her opinion, you need an extension to your programme due to a major incident and / or other extenuating circumstances impacting your studies. This written evidence should be supplied with this form.

When you are **coming back to study with us**, you may also need to supply a valid medical certificate from a registered medical practitioner or valid written information from a professional stating, in his or her opinion, you can resume study with us again.

Your Programme Extension and StudyLink

If you have a student loan and / or allowance, and you are successful in gaining a programme extension, you should inform StudyLink you have temporarily left your programme. We may try to inform them of this as well.

You can contact them via their Web site at www.studylink.govt.nz or by phone on 0800 88 99 00, and they can give you further information on what information you need to provide. Please have your client number available.

Please be aware some payments may stop while you are not engaged in study with us.

Re-Engaging with Your Studies

As the agreed time to re-engage with your studies approaches, please get in touch with the Student Liaison Officer and Principal via email to touch base.

You should show up early to re-engage with your studies on the date we allocate to you. This usually is the first day of a new term. You may need to provide evidence you are well enough to re-engage and attend the programme, and also contact StudyLink.

If there are any changes in requirements (e.g., different uniform, updated or new textbooks), you may need to pay for these as well.

If You Are Unable or Do Not Want to Re-Engage with Your Studies

If you are unable to re-engage with your studies with us within the timeframe we have allocated, please let us know via e-mail to info@nasa.co.nz as soon as possible. We can discuss your options with you.

Please be aware you may need to **withdraw** from your programme using the **Withdrawal Form** if this is before your scheduled programme ending date or we may declare you did not successfully complete your programme, which may have an impact on your ability to get funding for your studies in the future.

Return this form with supporting evidence (where required) to:

You must return this form:	
<ul style="list-style-type: none"> • In person to the Student Liaison Officer 	<ul style="list-style-type: none"> • By courier to: Student Liaison Officer The National School of Aesthetics 134 Antigua Street Addington Christchurch 8024
<ul style="list-style-type: none"> • Via email to extensions@nasa.co.nz 	

We will confirm or deny your programme extension in writing (via email).
It is your responsibility to make sure you communicate with us about returning to study with us if approved.

Student Initials

Parent's Initials

Your signature and your guardian's signature (where applicable)

Your signature verifies your answers are truthful and you wish to apply for a programme extension to your programme. Your signature also confirms you have read over and understood the information supplied and agree to comply by the terms and conditions listed here and in your enrolment form. **Note:** Giving false or misleading information may be considered a crime under the Crimes Act 1961 and its subsequent amendments.

If you are under 18 years old, your legal guardian will need to initial all pages and sign this document.

Your signature

Date

Day	Month	Year					

Guardian's signature

Date

Day	Month	Year					

Signature on behalf of Aesthetics House Limited trading as The National School of Aesthetics (NaSA)

NaSA signature

Date

Day	Month	Year					

OFFICE USE ONLY

Received by		Date	
Processed by		Date	

Notifications	Tasks when student leaves	Date	Initials
	<input type="checkbox"/> Send email to student to confirming / denying programme extension		
	<input type="checkbox"/> Inform StudyLink of student extension (if applicable)		
	<input type="checkbox"/> Update FeesFree report (if applicable)		
	<input type="checkbox"/> Extend date in SELMA (student management system)		
	<input type="checkbox"/> Block out on attendance database		
	<input type="checkbox"/> Make inactive on original intake of MasterGrade / grading programme		
	<input type="checkbox"/> Make inactive in Moodle		
	<input type="checkbox"/> Remove from original intake of Teams		
	<input type="checkbox"/> Cancel student email address and Microsoft 365 license		
	<input type="checkbox"/> Update roll call		
	<input type="checkbox"/> Inform teaching team		
	Tasks between student leaving and coming back	Date	Initials
	<input type="checkbox"/> Contact student to see how getting on (if applicable)		
	Tasks before student returns	Date	Initials
	<input type="checkbox"/> Inform StudyLink of student return (if applicable)		
	<input type="checkbox"/> Update FeesFree report (if applicable)		
	<input type="checkbox"/> Add to new intake attendance database		
	<input type="checkbox"/> Add to new intake in grading programme and transfer marks		
	<input type="checkbox"/> Reinstate on Moodle		
<input type="checkbox"/> Re-establish student email address and Microsoft 365 license			
<input type="checkbox"/> Add to new intake of Teams			
<input type="checkbox"/> Add to roll call of new intake and update on server			
<input type="checkbox"/> Inform teaching team of return			