

# Taught Postgraduate Extension Form

To be completed and authorised by either School academic or administrative staff

- This form is not for students who have failed and are required to re-sit - in these cases, please contact your Examinations Section progress clerk.
- **All** sections of this form must be completed for all students.
- This form is only for students **within** the maximum time period.
- Schools should communicate with their Progress Clerk to ensure the relevant modules are added to the student record.

## Personal Details

Student ID:	
Surname:	
First Name:	
Programme:	

## Programme Details please enter in format DDMMYYYY

Original Start Date:							
Extension From:							
Extension until:							

## Extension Details place an 'x' against the reason & state if they are to be charged or not

Reason				Further information (type below with any details of mitigating circumstances beyond control of student)			
Departmental		Employment					
Financial		Personal					
Illness		Other					
Family							

Charge extension fee?	Yes/No
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## Visa status

- **Is the student a Tier 4 International Student? Yes/No** - if 'No', please move to next section
- **If 'Yes', is the student required to remain in Leeds during their extension period? Yes/No**
- **If 'Yes', refer the student to International Student Advice (ISA) on 0113-34-33930 or [internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk) for advice about their immigration status**

Completed by:		Date:	
Department:			
Please return completed form promptly to Programmes & Assessment (Operations), email: <a href="mailto:studentrecords@adm.leeds.ac.uk">studentrecords@adm.leeds.ac.uk</a> or via internal post to Programmes & Assessment (Operations), Student Education Service, Room 10.03, Marjorie & Arnold Ziff Building			

## For Operations Use only

Eligible for extension	Y/N	ISA Check	Y/N	New Record required	Y/N	Fee	Y/N	Letter/Email Notification Schools/SA	Y/N
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