

Please complete and submit this form via:

Email: vet\_fee\_help\_admin@thesalesmasters.com.au  
au@thesalesmasters.com.au

Post: Australian Salesmasters Training Co,  
PO Box 638, Rosebery NSW 1445



## UNIT OF STUDY EXTENSION APPLICATION – VET FEE-HELP

All sections of this form **must be completed** and submitted to **Australian Salesmasters Training Co (ASTC RTO #6854)**

Last Name	First Name
Other Name	
Unique Student Identifier (USI)	Date of Birth (DD/MM/YYYY) / /

Postal Address	Unit / House:	Street:
	Suburb:	State: Postcode:

Email:

Contact Phone: Mobile:

Course of Study enrolled in:

### UNIT OF STUDY DETAILS:

Unit of Study Code	Unit of Study Name	Office Use Only				
		Start Date	End Date	Census Date	End Date	Loan Amount

Date (DD/MM/YYYY) / /

Extension reason:

Please tick for extension period you are applying for:

One (1) Month

Two (2) Months

Three (3) Months

### SECTION B: To be completed by Student Services

Approved  Not Approved Approval Number

If not approved, provide reason:

Signature of approver: Date (DD/MM/YYYY) / /

### Unit(s) extension information in relation to VET FEE-HELP

### Student Privacy

Information collected by ASTC (RTO #6854) during a learner's enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Learner information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veterans' Affairs, the Commonwealth Department of Education, the Department of Immigration and Border Protection, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority).

While the provision of the information requested on this form is not required by law, it is a requirement of ASTC (RTO #6854) and this form will not be accepted if it is not provided.

You may correct your personal details by contacting your ASTC (RTO #6854) administration or by using ASTC (RTO #6854) Learner Support.