

Extension Request

Guidance Notes and Form

University
for the
Creative Arts



You are responsible for managing your learning throughout your studies, and engaging in line with OCA's Active Study policy. However you may need to apply for an extension if you face unexpected or unforeseen delays to your studies which will result in at least one of the following:-

- Preventing you from completing your current unit by the end date;
- Preventing you from completing your current stage (level) by the end date.

Short Course students should refer to the Extensions and Deferrals policy, and contact their tutor to apply.

Before applying, you should read the Extensions and Deferrals policy in full, this includes examples of evidenced circumstances which may be accepted, and those which are unlikely to be accepted. Take care to check that:-

- Your circumstances meet the criteria for an extension (section 4 of the policy)
- You have appropriate supporting evidence (section 5 of the policy)

If you have any questions, or need assistance with this please speak to the Learner Support Team (learnersupport@oca.ac.uk / 01226 978618). You can also request a printed version of the form, including alternative printed formats.

You can submit the form either by email (learnersupport@oca.ac.uk - titled Extension Application) or post (Learner Support Team - Extensions, The Open College of the Arts, Michael Young Arts Centre, Redbrook Business Park, Wilthorpe Road, Barnsley S75 1JN).

You will be notified of the outcome by email to your OCA student email account, unless agreed otherwise. If your application has been declined, you will be advised on the reason for this and any implications this has for your studies. If your application is successful, you will be advised of the extension awarded, any conditions attached to the extension and any implications the extension may have on your overall timeframes.

All OCA policies and frameworks can be found on our website:-
<https://www.oca.ac.uk/about-us/our-policies/>

Extension Request

Application Form

University
for the
Creative Arts



You should complete all sections of the form and submit this with the required **supporting evidence**. Applications without accompanying evidence will be returned.

Please ensure that you have read the **Guidance Notes** in full, and the Extensions and Deferrals policy.

Contact about your application will be via your OCA email address unless agreed otherwise.

1. Student details

Name

Student Number

You can find this on your welcome email or as part of your OCA email address, after your first name.

Phone number

Disabilities /
medical conditions

Programme of Study (e.g. BA Hons
Photography, Foundations in Drawing)

2. I am applying for extension to... (please tick all that apply)

Extension to the unit timeframe - if you are unable to complete your current unit by the given end date, you will be applying for a unit extension.

If yes, which unit(s)

Extension to the level timeframe - if you are unable to complete your level by the given end date, you will be applying for a level extension.

In some cases you may be applying for both; please do ask for help if you are unsure.

3. Grounds for application

See Section 4 of the Extensions and Deferrals policy for what is considered grounds for an extension request, and also what is unlikely to be considered.

Personal illness / health

Illness of a close relative or dependant

Bereavement

Sudden deterioration of a long-term condition

Loss of employment

Other (please outline, ensuring you have first read the policy)

4. Dates during which these circumstances apply / applied, and the amount of study time lost (e.g. I was unwell from 1st November to 1st March and lost 4 months study time)

5. Impact statement - what impact did the circumstances have on your studies, and why did this prevent you from completing within the allotted timescale? (e.g. I was unable to concentrate due to pain and medication for my illness, and this prevented me from focusing on study)

6. Duration of extension requested and proposed plan (e.g. I request a 4 month extension, submitting an assignment every 2 months)

7. List of supporting evidence included (see section 5 of the policy - if evidence is not included with your application, it will be returned)

Declaration and signature

Take care to check and agree the declarations before submitting your application. If you are unable to include an electronic signature, please type your name into the field and return the document by email. Using your OCA email account to submit this will act as an electronic signature.

I have read and understood the guidance in the Extensions and Deferrals policy

I have completed this form in full with appropriate supporting evidence

I confirm that all information provided is accurate to the best of my knowledge

Signature

Date