



## **Extension & Special Consideration Policy Forest School Leaders Level 3 Training**

All submission dates will be 12 months from the last day of your initial training week.

You may trigger an additional 3-month extension for any reason. However, we must be clear that after this date we are unable to issue any further extensions and you would be withdrawn.

If there are medical or extenuating circumstances (see below) you are unable to meet the final deadline, you must get in touch before the 12 month period is over.

### **Special Considerations**

In extreme circumstances, such as bereavement, pregnancy, physical or mental illness & other medical reasons, a 3 - 12 month paid extension can be requested by a student beyond the 3 month no-question extension. **Please note: the 12 month paid extension starts at the end of the original course hand in date.**

### **The following is needed to extend the deadline:**

- Evidence that the learner is progressing and is capable of completing the course
- Evidence that the learner has a genuine reason to be granted an extension
- Agreement from the tutor to support the learners request - The student will need to produce a submission schedule and agree this with their assessor.

(how long you will need must be decided at this point as no further extensions will be granted.)

### **Cost required to extend:**

3 months	£30
6 months	£60
12 months	£120

**Revised & Updated: March 2024**