Extension & Special Consideration Policy

Forest School Leaders Level 3 Training

All submission dates are 12 months from the last day of the learner's initial training week.

How to request an extension

All extension requests must be made in writing by emailing Judy at **judy@circleofliferediscovery.com**. Requests must be received before the learner's current deadline expires. Requests made after a deadline has passed may not be accepted.

Extensions are granted at the discretion of Circle of Life Rediscovery. Judy will reply by email to let you know whether your extension is agreed.

Standard extension

Learners may request one additional 2-month extension for any reason. There is no charge for this extension. This is the final standard extension.

Special Consideration

Special consideration applies where unforeseen or unavoidable circumstances beyond the learner's control significantly affect their ability to study or complete their portfolio. Examples include bereavement, pregnancy, physical or mental illness, or other serious medical or personal circumstances.

In these circumstances, a further paid extension may be considered. This is not automatic and will be agreed on a case-by-case basis. If medical or other significant circumstances mean that a learner is unlikely to meet their deadline, they should contact us as early as possible.

The learner's proposed submission dates must be realistic and agreed by Judy as part of the request.

How to request a further extension

Send one email to Judy at **judy@circleofliferediscovery.com** that includes:

- The reason for your request. Brief information is enough; we do not need medical records.
- What you have completed so far.
- Your proposed final submission date, and when you plan to submit each remaining unit.

Judy will reply to let you know whether the extension is agreed. Once it is agreed, please pay the extension fee online:

https://circleofliferediscovery.com/product/certificate-for-forest-school-leaders-extension/

Your extension is confirmed as soon as payment is received. You do not need to send another email. Your new deadlines are the dates you proposed in your request.

Any personal information you share will be kept confidential, stored securely and used only to consider your request.

Cost of a further extension

12-month extension: £160.00

This fee covers the additional administration and assessor marking time.

Keeping your training current

Where a learner's total time on the course goes beyond two years from the last day of their initial training week, the assessor may ask for evidence that their practice and knowledge are current (for example, a valid outdoor first aid certificate and recent Forest School practice) before the learner is put forward for certification.

If work is not completed

If the portfolio is not completed by the end of the final agreed extension, the learner will normally be withdrawn from the course. Learners who later wish to complete their qualification should contact us to discuss the options available, which may involve re-enrolment and additional costs.

> **Important:** All extension requests must be emailed to **judy@circleofliferediscovery.com** before the learner's current deadline expires. Requests made after a deadline has passed may not be accepted.

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