



Extensions Policy

Course Extensions

This policy applies equally to all the courses that the International Culinary Studio provides.

Short Term Extensions

In circumstances where a student is near completion of their qualification (programme of study). The International Culinary Studio (ICS) may approve an extension so that they can complete their programme of study.

This is particularly applicable in cases where the student still must complete industry hours or sit their final exams.

These extensions are entirely discretionary, and ICS will not consider any student who has not completed up to module 13. In the case where ICS decides to give a student a discretionary extension the Chef Instructor will complete an extension form outlining the student's performance and provide engagement graphs.

Our Student Administrator will send a letter to the student with the extension approval and length of time to complete the programme of study.

Other Course Extensions

Any other extensions must be applied for by the student using the form on the relevant website page.

Course extensions will only be granted in specific circumstances, and documentation to support the application should be uploaded with the application.

The application must be made at least 7 days before your course end date. We may approve an extension of up to 8 weeks to your enrolment period.

Your application will be considered by our Academic Team. The team will consider:

- Your reasons for applying for the extension
- Your progress to date on the course.
- Your course tracking and engagement recorded on the LMS.

No extensions will be granted to students who have made insufficient progress through the course, or who have failed to engage with their Chef Instructor adequately.

Once the Academic Team have arrived at a decision, our Student Administrator will inform you via email of the outcome.

No fees will be charged for extensions.

Assessment Extensions

Special consideration for assessments may be approved and are intended to assist a student who, due to exceptional circumstances beyond their control, has been disadvantaged in comparison to other students.

Module portfolio extension applications must be made through the LMS directly to the Chef Instructor up until the due date of a portfolio. Approval for an extension is approved by the Chef Instructor on a case-by-case basis.

This extension can be granted for a maximum of two weeks depending on the circumstances and engagement of the student.,

Except in very exceptional circumstances where a student has a problem which may mean that they will need a longer extension (this will normally mean that they must also apply for a course end date extension as well), as in the case of a serious health problem. This should be done just prior to the end date.

Supporting documentation may be required.

If a student fails to submit their assignment by the close of the extension period they could be at risk of being withdrawn from their programme of study.

Reasons for Extensions

The conditions are as follows:

Medical: Conditions of a serious nature eg hospitalisation, illness or injury. Please supply a medical certificate, hospital discharge papers or other appropriate documents.

Bereavement: Death of a close family member. Please supply a copy of a death notice or some other appropriate document supporting your claim.

Trauma – Sudden loss of employment, severe disruption to domestic arrangement, or a victim of crime. Please supply a redundancy/termination letter, police records or some other appropriate document.

In emergency situations other timelines will be considered.

Exams

A student must advise their Chef Instructor at least 2 hours before the exam if they are unable to attend and exam.

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