

Student Enrollment Extensions and Completion Timeframes

When a student confirms their booking or enrollment in a skill set, unit of competency, or qualification, they are expected to engage in the activities and follow the completion recommendations outlined in the course information.

If a student needs to request an extension, we encourage them to initiate this discussion with our administration team at their earliest convenience. Belgravia Academy is dedicated to making every reasonable effort to support your success in your training.

Please reach out to us via email at admin@belgraviaacademy.com.au

For Short Courses:

Electronic learning materials are accessible through the Axcelerate Student Portal before attending face-to-face workshops and tutorials. This e-learning component is designed to reinforce the knowledge discussed during practical workshops. We recommend that e-learning be completed up to 24 hours before the practical workshop.

Completion Timeframes post-workshop: A Certificate or Statement of Attainment will be issued within 48 hours of your successful assessment of meeting all requirements (during business hours, Monday to Friday).

Lapse Periods – 3 Months

- In the interest of providing students with up-to-date skills and knowledge, a three-month window is provided for completing all course activities after a practical workshop.
- The Axcelerate Student Portal will send reminders to students about outstanding activities.
- If a student has not completed all activities within this timeframe, the lapse period will be determined, and the student will need to re-enroll in a new course and complete all activities before a Statement of Attainment can be issued.

For Qualifications:

Completion Timeframes

Belgravia Academy offers courses with both rolling start dates and fixed start dates. You may begin your studies immediately for some courses, while others have specific start dates. Please consult your course information for guidance on completion timelines.

Please see our **Fees and Refund Policy** for further details on cancellations and refunds for Short Courses or Qualifications.