

MUSICAL THEATRE FITNESS

ONLINE TRAINING EXTENSION REQUEST PROCEDURE

(90-Day Training Programme)

1. Purpose

This procedure outlines the process for Instructors enrolled on the Musical Theatre Fitness Online Training Programme who wish to request an extension to the standard 90-day completion period.

The standard course completion window is **90 days from the date of enrolment**. Assessment must normally be completed within this period (or within 7 days of expiry where pre-agreed).

Extensions are granted at the discretion of Musical Theatre Fitness and are not automatic.

2. Eligibility for Extension

An Instructor may request an extension where there are reasonable grounds, including but not limited to:

- Illness or medical circumstances
- Family emergency or bereavement
- Unexpected work commitments
- Technical issues outside the Instructor's control
- Safeguarding-related incidents affecting assessment readiness
- Other exceptional circumstances

Poor time management or failure to engage with course materials will not normally constitute sufficient grounds for extension.

3. Types of Extension Available

Musical Theatre Fitness may grant:

- A **Short Extension** (up to 14 days)
- A **Standard Extension** (up to 30 days)
- In exceptional cases, a **Discretionary Extended Period**

All extensions are granted in writing and must include a confirmed assessment date where possible.

MTF reserves the right to charge an administrative extension fee where appropriate (this will be clearly communicated in advance).

4. How to Request an Extension

Step 1 – Submit Request Before Expiry

Requests must be made **at least 7 days before the 90-day expiry date**, where reasonably possible.

Requests must be submitted via email to: musicaltheatrefitness@gmail.com

The request must include:

- Full name
- Date of enrolment
- Reason for extension
- Proposed new assessment date
- Any supporting evidence (where appropriate)

Late requests may be refused unless exceptional circumstances apply.

5. Review Process

Upon receipt:

- MTF will acknowledge the request within **3 working days**.
- A Director or appointed representative will review the request.
- Additional information may be requested.

A written decision will normally be issued within **7 working days**.

6. Possible Outcomes

1. **Extension Approved**
 - New completion deadline confirmed in writing
 - Assessment date agreed
 - Any applicable fee outlined
 2. **Extension Approved with Conditions**
 - Mandatory check-in call
 - Interim progress submission
 - Confirmed reassessment booking
 3. **Extension Refused**
 - Course access will expire at the 90-day mark
 - Re-enrolment on the programme may be required
 - Additional fees may apply
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7. Maximum Extension Period

Unless in exceptional circumstances, the total extended period will not exceed **30 additional days beyond the original 90-day term**.

Any further extension would require exceptional evidence and Director approval.

8. Failure to Complete Within Extended Period

If the Instructor does not complete the assessment within the agreed extension period:

- Access to training materials may be suspended
 - The Instructor may be required to re-enrol
 - Additional training or assessment fees may apply
 - Any provisional Instructor agreement may be withdrawn
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9. Legal & Compliance Considerations

- Musical Theatre Fitness will act in accordance with the Equality Act 2010 and will consider reasonable adjustments where applicable.
 - All personal information and supporting evidence will be processed in accordance with UK GDPR and Data Protection legislation.
 - Granting of an extension does not guarantee assessment success or Instructor licence approval.
 - Nothing in this procedure overrides statutory rights.
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10. Relationship to Appeals Procedure

If an extension request is refused, this decision is separate from the Assessment Appeals Procedure. However, an Instructor may request a review of the decision if they believe the Extension Request Procedure was not correctly applied.



Felicity Thomas

Founder

T: 0777 543 5684

E: musicaltheatrefitness@gmail.com

W: musicaltheatrefitness.com