

### **OISE TEFL Extension policy**

All learners are eligible for one extension. Extensions are granted based on how much of the course you have left to complete (average of 1 week per lesson) up to a maximum of 3 months.

Additional extensions may be granted under extenuating circumstances. These extensions will be limited to the absolute necessary amount of time and will not exceed 3 months under any circumstances.

If you are unable to complete the course in a 3 month period, you may also be granted a [leave of absence](#). Learners must fill out [this form](#) to request a leave of absence.

If you have more than one month left to complete your course, your extension request will not be granted. Please reapply for an extension closer to your deadline.

### **Leave of Absence**

During a leave of absence, you will continue to receive due date reminder emails and will continue to have access to your course until it expires. If you opt for a leave of absence after your course deadline has passed, you will not have access to the course during your leave of absence.

Once you are ready to actively begin the course, please email [teflonline@teachaway.com](mailto:teflonline@teachaway.com) to advise us to end your leave of absence. At that time, a new course deadline will be set (average of one week per lesson).