

## Svitání, z.s.

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# L3 Diploma Course Extension Policy

## Principles to Practice in Equine Assisted Services Course

### Extension Policy Statement

Svitání, z.s. confirms that the **Principles to Practice in Equine Assisted Services** course is designed to be completed within the fixed **8-month course period**.

This includes completion of all required assessments, including:

- written assignments and submitted tasks
- portfolio evidence
- practical video submissions
- online quizzes and module tasks
- final online multiple-choice assessment
- any resubmissions requested by the assessor
- completion of all evidence required for internal quality assurance and final certification

In recognition of unforeseen circumstances, Svitání, z.s. permits limited extensions under the following conditions:

1. **Short-Term Extension** – A maximum of three months may be granted. Fees apply progressively:
  - First additional month: €50
  - Second additional month: €100
  - Third additional month: €150

A written request must be submitted at least **7 days before the original course deadline**.

After the three-month extension period, the course will be recorded as incomplete. No certificate will be issued, and re-enrolment under current course conditions may be required.

2. **One-Year Extension** – A one-year extension may be granted if requested in writing no later than two months before the original course deadline. A fixed fee of €300 applies. No further extension will be granted beyond this period.

All requests for extensions must be made in writing and sent to email [svitani@hipoterapie-kurzy.com](mailto:svitani@hipoterapie-kurzy.com).

### **Important Submission Notice**

Tutors require adequate time to review and assess submitted work.

Any assignments, portfolio evidence, practical videos, or final submissions sent with fewer than 14 days remaining before the course deadline may not be reviewed in time and therefore may not be accepted for the current course period.

### **Learner Responsibility**

Svítání, z.s., is committed to supporting learners throughout their professional development. In return, learners are expected to:

- manage their study time responsibly
- communicate promptly regarding difficulties
- submit work within deadlines
- plan practical evidence in good time
- respect the structured timeline of the qualification

### **Final Note**

Extensions are intended for genuine unforeseen circumstances, not for avoidable delay or lack of planning.

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*Created by Věra Lantelme-Faisan and Audrey Darby*

<b>Date Reviewed</b>	<b>Reviewed by</b>	<b>Due for review</b>