



# APPLICATION FOR EXTENSION

Your application for extension **must be approved by your Head of School BEFORE** the due date of the assignment, and the approved application for extension must be attached to your assignment when you submit it by the agreed extension date.

In general, there are ONLY four permissible types of circumstances for a late submission:

1. medical (with a Medical Certificate as supporting evidence)
2. bereavement (supported by funeral or similar notice)
3. official (evidence of studies being significantly interrupted by court, jury duty, immigration requirements, or similar official business over the timing of which the student has no control) and
4. unforeseen circumstances of a serious nature (beyond a student’s control, for which the student is not responsible, and which will prevent the student from timely submission of an assessment task).

It is unusual for extensions to be granted for the final assessment task in any semester unless the marking and moderation deadlines can still be met.

## Student Details

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Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

## Unit Details

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Unit Name: \_\_\_\_\_

Lecturer: \_\_\_\_\_

Assignment Title: \_\_\_\_\_

Due Date: \_\_\_\_\_

Requested Extension Date: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Lecturer’s Comment: \_\_\_\_\_  
 \_\_\_\_\_

Lecturer’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Approval

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Approved:

Not Approved:

Agreed Submission Date  
(As soon as possible after due date)