



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

Student Name: _____

Student Number: _____

Unit Details

Unit Name: _____

Lecturer: _____

Assignment Title: _____

Due Date: _____

Requested Extension Date: _____

Reason for Request: _____

Lecturer's Comment: _____

Lecturer's Signature: _____

Date: _____

Approval

Approved:

Not Approved:

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