

# APPLICATION FORM FOR SHORT EXTENSION FOR SUBMISSION OF ASSESSABLE WORK



(Documentary evidence must be present with this application which proves your reason for requesting extension)

## 1. PERSONAL DETAILS

FULL NAME (Block Letters)

STUDENT ID

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CAMPUS

PROGRAM

CONTACT NUMBER

BATCH

MODULE NAME

DUE DATE

NAME OF LECTURER

## 2. REASON(S) FOR REQUESTING AN EXTENSION

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.....

.....

Student signature:

Date: .....

**[This section is to be completed by the Faculty Dean]**

EXTENSION GRANTED	UNTIL	...../...../..... N.B. Extensions will be (5) days or less
NOT GRANTED	REASON	

Dean's signature:

[if granted tear of the section below and return it to applicant]

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## APPROVAL OF EXTENSION

STUDENT NAME: ..... MODULE NAME: .....

DETAILS OF WORK REQUIRED: .....

EXTENSION GRANTED UNTIL: ...../...../.....

DEAN'S SIGNATURE ..... DATE: ...../...../.....

Students MUST attach this Approval to the assignment when submitted.

# Application for Assignment Extension

In order to receive an Assignment Extension (i.e. approval to complete an assignment task or submit an assignment at a later date) your application must satisfactorily demonstrate to the Faculty Dean that there are exceptional circumstances outside of your control that prevent you from completing the assignment task in the prescribed timeframe.

Circumstances that may warrant are those listed in the table below

All applicants **must** be accompanied by relevant documentation appropriate to the circumstances and include as an attachment to this document.

Circumstance	Documentation required from student
<p>a. Student illness, injury or medical condition of such significance that completion of the assignment task by the original date/time is not possible</p> <p>b. Family issues (for example family injury, illness or bereavement etc) of such significance that completion of the assessment task by the original date/time or due date/time is not possible</p>	<p>A medical certificate or signed statement from a medical Practitioner Note: statements signed only by a pharmacist are unacceptable.</p>
<p>c. Commitments to participate in elite sport or other activities that warrant favourable consideration</p>	<p>Documentation to support the student's claim</p>
<p>d. Commitments to assist with emergency service activities (for example bushfire protection)</p> <p>e. Unavoidable and unexpected work commitments (for example relocation, change to fly- in fly- out shift work)</p>	<p>a letter from the employer clearly supporting the student's claim</p>

**An application for an Assignment Extension must lodged with Faculty Dean before the date or due date of the assignment task.**

In exceptional circumstances a request may be accepted up to five working days after the date or due date of the assignment task. Such requests will only be accepted where the student is able to provide a satisfactory explanation of why he or she was not able to submit the application for Assignment Extension by the date or due date of the task.

**The completed form may be submitted via email to the Dean.**