

# APPLICATION TO REQUEST AN EXTENSION

Before completing this form please refer to [lse.ac.uk/ExtensionPolicy](https://lse.ac.uk/ExtensionPolicy) and the notes overleaf for information regarding requesting an extension. Please make sure that an extension is suitable for your circumstances. If you feel that your performance will still be impacted by your circumstances, even with additional time, you should consider deferring the assessment. See [lse.ac.uk/deferral](https://lse.ac.uk/deferral). When completing this form you should ensure that you enclose supporting evidence. You must submit the completed form to the **Sub-Board Chair** responsible for your assessment.

## Section 1: Your Details (please print in block capitals)

Family Name

First name(s)

Student ID Number (e.g. 201312345)

Programme of Study (e.g. BSc Economics)

## Section 2: Assessments that you are unable to submit by the original deadline

**IMPORTANT:** You may list more than one piece of work if the circumstances are proximate to all of the submission deadlines. However, you may also need to consider deferring your assessment or interrupting your studies.

Course Code (e.g. AC100)	Unit Value (e.g. 1.0 or 0.5)	Type of Assessment (e.g. LT 5,000 word essay)	Due Date (e.g. 13.10.2019)	Weighting (e.g. 30% of overall course mark)	No. of extra days required (e.g. 1-10)
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## Section 3: Reason for Application

Please provide a brief explanation of why you are applying for an extension. Your circumstances must be sudden, unforeseen, out of your control and proximate to the assessment(s) in question. Please continue on a separate sheet if necessary. If you are able to provide any supporting evidence with this request, please list it here.

#### Section 4: Student Declaration

Signature

Date

*By signing this form you confirm that you have read the guidance provided. If you are unable to provide evidence, you also confirm that you have provided a true and honest account of your circumstances. You understand that once you submit work you have declared yourself fit to do so. If you require a visa to study at LSE, you understand that if this extension exceeds the validity of your visa you may need additional immigration permission and you have sought advice from the **International Student Visa Advice Team (ISVAT)**.*

#### Section 5: Approval

For completion by the Sub-Board Chair responsible for the course to which the assessment belongs. This section must be completed before the form is returned to Programme Administrator.

Name

Signature

Date

*By signing this section of the form you confirm that you have reviewed and are satisfied with the information provided. You also confirm that you support this request. Please indicate the new extension date and time in the box below:*

Submission Time

New Submission Date

#### Notes

- Please visit **[lse.ac.uk/ExtensionPolicy](https://lse.ac.uk/ExtensionPolicy)** for further information about extensions.
- If you have a visa please visit the **[Immigration Advice webpage](#)** for more details of how an extension may impact on your immigration permission.
- You must submit your extension request in advance of the assessment deadline.
- Once completed; the form and evidence should be submitted to the Sub-Board Chair of the Department responsible for the assessment (scanned copies submitted by e-mail are acceptable). NB. Some Departments may delegate the Course Convenor or other individual
- If you submit the assessment late after either the original deadline or new extended deadline, late mark penalties will be applied.
- Details of the outcome of your request will be sent to your LSE e-mail address. You must not assume your request has been approved until you receive a confirmation e-mail.
- If you have an Inclusion Plan that includes allowing for the possibility of extensions, you should liaise directly with your Department as you may not need to submit a form for each extension request.
- If your request is not approved and you do not submit the assessment you will receive a zero mark for that assessment.