

Application for Extension on Assignment

- This form is to be used by students who believe they have exceptional circumstances for why their assignment task will be late.
- Normal occupational commitments and extracurricular activities are not accepted as grounds for granting extra time because you are expected to plan effectively.
- For more information, see: [Can I get an extension for my assignment?](#)

Section A: STUDENT AND COURSE DETAILS - ALL FIELDS AND QUESTIONS TO BE ANSWERED

Student Number			
First Name		Surname	

Unit Details

Unit Code		Unit Title	
Assignment Due Date			

Reason for extension request:

☐ I have attached supporting documentation and/or evidence which may support your request.

Student's Signature		Date	
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COMPLETED FORM IS TO BE SUBMITTED TO THE UNIT COORDINATOR

AUTHORISATION

Outcome	<input type="checkbox"/> Extension Granted	New Due Date	
	<input type="checkbox"/> Extension Declined	Date Student Advised	
	Reason request was declined:		
Authoriser's Signature		Date	
Authoriser's Name			

THIS FORM IS TO BE RETAINED BY THE SCHOOL AND A COPY IS TO BE SENT TO THE STUDENT