



REQUEST FOR EXTENSION - PAST END OF SEMESTER

Use this form to request an extension of the due date for an assessment task past the date advertised as the end of the semester.

If you wish to request an extension of the due date for an assessment task within the semester (that is, prior to the date advertised as the end of the semester), please use the REQUEST FOR EXTENSION - WITHIN SEMESTER form.

*Please return the completed form to your Unit Lecturer
(NB: The date of request is the date on which this form is received by the College).*

If an extension is granted, you are to then submit this form to your School Administration Officer, who will record the extension and return the form to you. The form is to be attached to the Assignment Cover of the assessment task prior to its submission. Assessment tasks which are submitted past the due date without a completed Request for Extension form will be treated as late and penalties applied.

Please consult your Student Handbook for policies relating to assessment due dates, the conditions regarding the granting of extensions, and the application of penalties.

PLEASE PRINT CLEARLY

Name: _____ Student ID number: _____

Address: _____ Postcode: _____

Email: _____ Phone: _____

Unit Code: _____ Unit Title: _____

Unit Lecturer: _____

Assessment Task Number: _____ Assessment Task Title: _____

Original due date: _____ Proposed extended due date: _____

Reason for Request for Extension: Medical certificate (please attach) Major accident
 Serious personal difficulties Bereavement
 Other - please specify: _____

Details: _____

Student's Signature: _____ Date: ____ / ____ / ____

OFFICE USE ONLY

1. COURSE COORDINATOR: Extension approved Yes No Initials _____ Date ____ / ____ / ____
Extension granted to ____ / ____ / ____ Penalty applied: Yes No

2. SCHOOL ADMIN: Extension recorded Yes No Initials _____ Date ____ / ____ / ____