

Application for Extension of Time for an Assignment

STUDENTS APPLYING FOR AN EXTENSION OF TIME FOR SUBMISSION OF AN ASSIGNMENT MUST COMPLETE THIS FORM & HAVE IT SIGNED BY THE LECTURER-IN-CHARGE ON OR BEFORE THE DUE DATE.

NOTE: All students must keep their address and contact details current on *Student Connect*.

SECTION A - STUDENT INFORMATION

Student Number

Family Name Given Name(s)

Course Campus

Telephone: (Work) (Home) (Mobile)

SECTION B - DETAILS OF APPLICATION

Brief Description of Assignment (include assignment no &/or title):
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.....
.....

Due Date: Requested Due Date:

Reason for Seeking Extension (attach all documentary evidence):
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.....
.....

Student Signature Date

IT IS YOUR RESPONSIBILITY TO ENSURE THAT THIS FORM IS COMPLETED CORRECTLY, AUTHORISED WITH YOUR SIGNATURE AND HAS THE REQUIRED DOCUMENTATION ATTACHED. FAILURE TO DO SO MAY RESULT IN THE REQUESTED CHANGE NOT BEING PROCESSED.

OFFICE USE ONLY

TO BE COMPLETED BY LECTURER-IN-CHARGE:
Date Application Received: Approved Not Approved

Lecturer-In-Charge: Date:

Student Notified: Yes No