



Application for Extension

If an extension is requested, this form must be submitted to THE REGISTRAR at least ONE WEEK PRIOR to the due date of the assessment.

Normally extensions will only be granted in extraordinary circumstances on the following grounds: Medical illness (certified by Medical Certificate), Extreme hardship, compassionate grounds (this does not include inadequate management of student workload or responsibilities).

TO: THE REGISTRAR

Application is made by _____ for the following extension:

Subject: _____

Assignment question: _____

Lecturer: _____

Due date: _____

Reason for requesting extension: Medical Illness* * please attach evidence

Extreme hardship*

Compassionate grounds*

New submission date requested: _____

Date of application: _____ Email: _____
 (The Registrar's Office will notify students of the outcome of their application by email)

RECOMMENDATION OF THE LECTURER:

This request for extension on the above assessment

Recommended - new submission date: _____

NOT recommended for the following reason/s: _____

Signed: _____ Date: _____

Unless an extension has been granted, late assessments will incur a penalty of 5% (of the total marks available) per calendar day or part thereof up to a maximum of 10 days. Assignments submitted without an approved extension beyond 10 working days after the due date will NOT be accepted and will NOT be marked. It is a course requirement that ALL assessment work be submitted for a student to pass a subject.

Granted

NOT granted

Director: _____

Registrar: _____