

FOR 118 Application for Extension to Assessment Due Date

Student Name Student ID No

Student Email Student Phone Number

Unit name / code

Assessment Task:

EXTENSION DATE REQUESTED AND REASON

Assessment Due Date

Extension Date Requested*

Reason (if due to illness, attach sickness certificate)

IMPORTANT POINTS: PLEASE READ CAREFULLY

- ❖ Requests for an extension of time for submission of an assignment must be made **before the due date** of the assignment.
- ❖ Requests should be directed initially to the Trainer or the Student Welfare Officer who should initial this form and return to the student. This form should then be **attached to the front of the assignment when submitted**.
- ❖ Requests for an extension of **more than one week** are not normally granted except under exceptional circumstances, in which case the Student Welfare Officer should initial the requested due date after the appointment with the student.*
- ❖ Requests for an extension of practical / group assessment task are not normally granted except under exceptional circumstances, in which case the Student Welfare Officer should initial the requested due date after the appointment with the student.

Student Signature Date

TRAINERS USE ONLY	Trainer's Name:		Date:
Application Approved	YES	NO	Extended Assessment Due Date:
APPOINTMENT REQUIRED WITH WELFARE OFFICER PRIOR TO APPROVAL:			YES NO
IF YES PLEASE FORWARD THE APPLICATION TO WELFARE OFFICER			

COMMENTS: