

Theatre and Drama Program

**APPLICATION FOR WRITTEN WORK EXTENSION**

Written work not submitted by the advertised due date will be marked or credited as per the school policy standard late penalties, unless this form is completed and signed by the student and lecturer (or program coordinator)

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Unit Name: \_\_\_\_\_

Lecturer/Tutor's Name: \_\_\_\_\_

Due Date: \_\_\_\_\_

Requested Extension Date: \_\_\_\_\_

Reason for which extension is sought:  
(Please attach medical certificates or other relevant documents)

I acknowledge that unless the written work named above is received at the Theatre and Drama office by 4.00pm on the extended date, it will be subject to the standard late penalties as per school policy.

Signed: \_\_\_\_\_ (student)

**This section to be retained by the Lecturer/Tutor**

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An extension of \_\_\_\_\_

\_\_\_\_\_ (written work and subject)

is **granted / not granted**

for \_\_\_\_\_ (student's name)

until \_\_\_\_\_ (extended date)

Signed: \_\_\_\_\_ (Lecturer/Tutor)

**This section to be given to student and attached to the specified written work**