

Application for Extension of Assignment Submission Date

PART A: UNIT COORDINATOR COPY

** Complete every relevant section of this form and submit it together with all documentary evidence to the Coordinator of the unit for which you are seeking the extension.*

Name: (Print)

Student Number:

Course:

Unit code: Unit name:

Assignment topic and number: Due date:/...../.....

 Reason for the extension:

 Extension requested until:/...../.....

- I am asking for three days or less extension. The information I have provided is true and correct.
- I am asking for more than three but less than 21 days extension*. I have provided documentary evidence (eg. medical certificate, statutory declaration) to support my claim.

Signature: (Student) Date:/...../.....

** Any request that exceeds 20 days, either accumulative or as a block, must be approved by the Course Coordinator.*

Academic approval:
Approved / Not approved (Circle which is applicable) New due date:/...../.....

Signature: (Unit Coordinator) Date:/...../.....

** PART A to be kept by Unit Coordinator*


PART B: STUDENT COPY

** Please tear off and submit with your assignment*

Student Name: Student Number:

Unit Code: Unit Name:

Original due date:/...../..... New due date:/...../.....

Unit Coordinator signature: Date:/...../.....