

LA TROBE UNIVERSITY  
Albury Wodonga Campus  
Faculty of Humanities and Social Sciences

**REQUEST FOR EXTENSION**

This request form is to be signed by your Lecturer/Tutor **before** the due date of your assignment. After it has been signed it is to be attached to the assignment when you submit it. Unsigned extension forms are of no value. Refer to the Bachelor of Arts Student Guide re penalties for late submission.

**To:** (Name of Staff Member in Charge of unit): .....

**Unit:** .....

**Time and Date Assignment Due:** .....

**Title of Assignment:** (e.g. Essay 1, Essay 2) .....

**Reason for Request:**

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.....  
.....  
.....

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**Date Essay can be ready by:** ..... **Is Doctor's Cert. Attached?** .....

**Name:** .....

**Address:** .....

**Phone:** ..... **Tutorial:** .....

**Mobile Phone:** ..... **Date:** .....

**Email:** .....

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**TO BE FILLED IN BY STAFF MEMBER:**

**Decision:** .....

**Signature:** ..... **Date:** .....

**Extension granted until:** .....