

LA TROBE UNIVERSITY, BENDIGO

School of Outdoor Education & Environment

Application for extension of assignment submission date

Applications for extension will only be accepted after negotiation with the unit lecturer and **must** be submitted **before** the due date of the assignment.

Complete both sections of this form as appropriate, attach medical certificates or other documentation to support your application, and submit to the unit lecturer, or in his or her absence, to the Course Coordinator.

Extensions are granted only in exceptional circumstances which can be shown to have had a direct effect on a student's work.

PART A (to be attached to assignment when submitted)	
Student name: _____	Date of this request: _____
Student no: _____	Phone: _____
Unit: _____	Original due date of assignment: _____
Reason for request for extension: (attach documentation) _____ _____ _____	
Lecturer: _____	
New submission date requested: _____	New submission date approved: _____ <i>Lecturer to complete this line</i>
_____ Student's signature:	_____ Lecturer or Course Coordinator's signature:

******(Separate here)******

PART B (to be retained by the unit lecturer)	
Student name: _____	Student number: _____
Unit: _____	
Student's signature: _____	Date: _____
Original due date: _____	New submission date approved: _____ <i>Lecturer to complete this line</i>
_____ Lecturer or Course Coordinator's signature	_____ Date