

REQUEST FOR AN EXTENSION OF ASSIGNMENT

Extensions will only be granted in special circumstances such as illness or serious personal circumstances. Extension request forms must be completed in full and **SIGNED BY YOUR TUTOR/ OR / LECTURER** no later than the day before the deadline for submission of your paper. Students should then **ATTACH THIS FORM TO THE ASSIGNMENT** when this is submitted. If no written extension has been granted or an assignment is handed in after the extended deadline, a late assignment can be rejected or subject to penalties.

All assignments must be submitted with an attached A4 envelope in the Assignment Submission Box of the School of Public Health, General Office, Level 1, Health Sciences Building 1.

Please attach INDIVIDUAL SUBMISSION ASSIGNMENT FORM to your work.

STUDENT NAME:
STUDENT NUMBER:
UNIT NAME:
UNIT CODE: DUE DATE:.....
LECTURER/TUTOR'S NAME
REASON FOR EXTENSION: (please explain in full using the back if necessary – medical certificate or other supporting documentation should be attached)

LENGTH OF EXTENSION REQUESTED:
EXTENDED SUBMISSION DATE:
STUDENT'S SIGNATURE:

APPROVED / NOT APPROVED (please circle as appropriate)
LECTURER / TUTOR'S SIGNATURE _____
DATE: _____