



## Extension Request Form – Lecturer’s Extension

Please use this form if you need an extension on a submission due date for a particular assessment task.

**You must apply before the due date.**

Please note that an incomplete form or missing evidence may result in your request being denied.

| <b>Student and unit details</b>  |  |                                       |  |
|--|--|---------------------------------------|--|
| Student name:  |  |                                       |  |
| Unit/Subject name:   |  |                                       |  |
| Lecturer:  |  |                                       |  |
| Assignment topic:  |  |                                       |  |
| Assignment no.   |  | Original due date:                    |  |
| Where appropriate include any additional documentation to support your request for an extension. Attach a scanned copy or photo. |  |                                       |  |
| Number of days for extension:  |  | Requested due date:                   |  |
| Reason for extension:  |  |                                       |  |
| <b>Declaration</b>   |  |                                       |  |
| All information given to support this extension request is to the best of my knowledge correct and complete in every particular: |  |                                       |  |
| Name/signature:  |  | Date:                                 |  |
| <b>Decision</b>  |  |                                       |  |
| Extension approved YES / NO  |  | Reasonable grounds extension YES / NO |  |
| Revised due date:  |  |                                       |  |
| Request rejected: YES / NO   |  | Reason not granted:                   |  |
| Comments:  |  |                                       |  |
| Lecturer signature:  |  | Date:                                 |  |