

APPROVAL OF EXTENSION FOR ASSESSMENT ITEM

STUDENT DETAILS

Student Number:	
Surname:	
Given Name/s:	

INFORMATION ABOUT EXTENSIONS FOR ASSESSMENT ITEMS

Extensions for assessment items must first be approved by the unit lecturer before the assessment is due. It will only be approved for legitimate reasons, such as medical issues or other extenuating circumstances, and all such applications must be accompanied by the relevant supporting documentation. Please refer to the current Student Handbook for more details.

All documentation provided to the College regarding your Application will remain confidential.

APPLICATION FOR EXTENSION

Unit Code & Name:	
Unit Lecturer:	
Assessment Task or Assignment Title:	
Original Due Date:	

CHECKLIST

1. Supporting Documentation attached (e.g. Medical Certificate)	<input type="checkbox"/> No <input type="checkbox"/> Yes
2. Existing Arrangements / Circumstances (i.e. 'Arrangements' refer to Special Consideration which has been granted to a student who have a physical, medical, and/or psychological condition)	<input type="checkbox"/> No <input type="checkbox"/> Yes
3. Other: (please specify)	<input type="checkbox"/> N/A <input type="checkbox"/> Yes

DECLARATION

I declare that the information on this form is, to the best of my knowledge, correct and complete in every detail. I have read, understood and agree to the College's refund policy, and the Rules and Regulations outlined in the Student Handbook. I understand that the details provided are protected by the Privacy and Personal Information Act 1998 (NSW).

Student Signature	Student Name	Date

If approved, this sheet will be returned to you, and must be attached to your assessment item.

OFFICE USE ONLY

UNIT LECTURER	Application for Extension: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
	Reasons: (Optional)	
	Number of working days extended:	Extended due date:
	Signature:	Date Signed:
	<input type="checkbox"/> Copy of outcome retained	<input type="checkbox"/> Relevant lecturer/tutor notified