

A student can request an extension to the due date of an assessment task by negotiation with the Lecturer/Tutor. The Application for Extension form must be completed by the student and submitted no later than ten (10) days before the submission date. Requests for Extension cannot be accepted after this date. Please note: where a student fails to submit an assessment task after the agreed extended due date, the result will be recorded as 'Not Submitted' and may contribute to the student receiving a FAIL for the subject. *Refer to the student handbook and academic progression policy for more information.*

Student Details

Family Name:

Given Name(s):

Student Number:

Session Group:

Course Specialisation:

 Fashion Interiors Styling

Extension Request

Subject:

Teacher:

Date of Request:

Assessment Due Date:

Assessment Title:

Teacher:

Reasons for Extension:

Requested Submission Date:

Teachers Signature:

Student Authorisation

Please note:

- Requests for extensions due to illness, special circumstances or other are to be **negotiated with the Tutor or Program Coordinator**; and are to be completed by the student at least ten (10) days before the submission date
- If approved, this form is to be **attached to the assessment along with the Assessment Cover Sheet**.

Student Signature:

Date:

Teacher Authorisation

Approved Submission Date:

Teacher:

Signature: