

APPLICATION FOR EXTENSION

This form is to be completed if you require an extension of time to complete an assessment task:

- Application for extension should be completed by the student no later than ten (10) days before the submission date (where possible).
- Application for extension cannot be sought on or after the assessment due date.
- A maximum of 2 days extension can be applied for and only 1 extension per subject can be requested.
- Extensions will be granted at the discretion of the assessor in consultation with the Program Coordinator/Academic Director/Student Administration.
- For approved extensions, no grading penalty will apply for assessments submitted by the approved submission date.

Student Details

Student No:	Given Name:	Family Name:			
Email:		Phone:			
Course:	<input type="checkbox"/> Master of Design	<input type="checkbox"/> Bachelor of Design	<input type="checkbox"/> Fashion	<input type="checkbox"/> Interiors	<input type="checkbox"/> CD&S

Extension Request

Subject:		Teacher:			
Request is for:	<input type="checkbox"/> Assessment 1	<input type="checkbox"/> Assessment 2	<input type="checkbox"/> Assessment 3		
Assessment is to be submitted:	<input type="checkbox"/> Digital (via Google Class)	<input type="checkbox"/> Portfolio	<input type="checkbox"/> Presentation		
Submission Date:		Requested Submission Date:			
Reasons for Extension: <i>(attach documentation to support request)</i>					

Declaration

- I declare that the information provided is true and correct.

Applicant Signature:	Date:
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WHITEHOUSE USE ONLY	Date Received:
Discussed with:	
Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO	Approved Submission Date:
Student Admin to:	
<ul style="list-style-type: none"> • Email outcome of Extension request to Student and Teacher • Attach copy of signed approval/non approval 	

Students will be required to comply with the Whitehouse Code of Conduct and all relevant policies and procedures. This procedure is governed by the:

- Assessment Policy
- Teaching and Learning Policy
- Student Progression and Exclusion Policy
- Whitehouse Code of Conduct