

APPLICATION FOR EXTENSION - ASSESSMENT

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 five (5) days before the submission date (where possible).
- Application for extension cannot be sought on or after the assessment due date.
- Only one extension per subject / unit can be requested of no more than two days after the original due date, without supporting evidence.
- 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"/> MDes	<input type="checkbox"/> BDes	<input type="checkbox"/> Certificate III in Design Fundamentals <input type="checkbox"/> UCert
Campus:	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne	<input type="checkbox"/> Brisbane

Extension Request

Subject / Unit:	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:** _____

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