



Assignment Submission Extension request form

Student Name:

ID Card Number:

Course Name: Course

Start Date:

Module Title:

Module Lecturer:

Assignment Due Date:

Assignment Question:

Request Type:

Short extension (Less than 7 days)
[No supporting documentation required]

Long Extension (More than 7 days)
[Supporting documentation required
Refer to the Additional Details Section of this form]

Personal health problems

Reason for Request:

Unexpected work commitments

Family commitments

Other extenuating circumstances

If “other extenuating circumstances” was selected above, please specify:

I declare that ALL of the information provided above is TRUE and CORRECT

Student signature

Date of application

FOR OFFICE USE ONLY

Extension approved:

Yes

No

Reason:

Date of Decision

Signature



Additional Details

Supporting documents necessary for extensions requests longer than 7 days are as listed below:

Adverse Circumstances	Supporting Documentation
Personal Health Problems	<ul style="list-style-type: none">• The date on which the student was examined• The dates that the student's study was or will be impacted by illness
Unexpected work commitments	<ul style="list-style-type: none">• Signed letter from employer or supervisor; or• If self-employed, a statutory declaration;
Family commitments	<ul style="list-style-type: none">• A short explanation of the circumstances
Other extenuating circumstances	<ul style="list-style-type: none">• A form of corroborative document evidence such as funeral notice or police report