



ASSIGNMENT EXTENSION REQUEST FORM

A. STUDENT TO COMPLETE

Student Name: (please print)					
Student Number:					
Address:					
			Postcode:		
Telephone:	(H):	(W):		(Mob):	
Subject:			Subject Code:		
Term & Year:				F/T <input type="checkbox"/>	P/T <input type="checkbox"/>
Assignment Topic:					
Lecturer:					
Original Due Date:					

Reason for extension: _____

Students Note: Five Percent (5%) of the mark for an assignment is deducted for every day it is late – *this includes weekends which are counted as two (2) days*. The waiver of this deduction will depend upon the reason (refer to the Student Handbook – 1.4 Extenuating Circumstances) and the proof attached.

This fully completed form must be submitted to your lecturer, with proof attached, no later than 72 hours before the assignment is due. If your lecturer chooses to grant an extension, you must attach the Assignment Extension Request Form *with the Lecturer's Section filled in and signed by your lecturer* to the front of your assignment.

Assignments without the correctly completed Extension Form, will lose five percent (5%) of the mark for each day they are late.

If posting your assignment, please keep a photocopy and send the assignment, with Extension Form attached, via Certified or Express Post.

B. LECTURER TO COMPLETE

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<i>Lecturer use only</i>	
<input checked="" type="checkbox"/> Proof sighted	
<input type="checkbox"/> Extension granted until: _____	
<input type="checkbox"/> Extension not granted	
Reason:	
<input type="checkbox"/> insufficient proof	
<input type="checkbox"/> not an extenuating circumstance	
<input type="checkbox"/> other (please specify) _____	
Lecturer's Signature _____	
Date _____	

C. OFFICE TO COMPLETE

<i>Office use only</i>			
Date handed in:		Days overdue:	
Received by who in admin:			
Marks deducted (5% per day late):		Assignment Final Mark:	
Signed by Lecturer:			