



# Nature Care College

## EXTENSION / DEFERRED ASSESSMENT REQUEST FORM

### EXTENSION/DEFERRAL REQUEST GUIDELINES

- **Up to 7 days** for theory assessments, online quizzes, online exams may be granted at the College's discretion. Email your extension request, including your reasons, to [recordscoordinator@naturecare.com.au](mailto:recordscoordinator@naturecare.com.au) **prior to the assessment due date** and you will be informed of the outcome within three college working days. If applying after the due date, the extension given is 7 days from the original due date.
- **More than 7 days & up to 13 days** extension you will need to supply the **Assignment Extension/Deferral Request Form** (on page 2) and include supporting documentation i.e., medical certificate or declaration detailing your extenuating special circumstance.
- **Two weeks or more extension** for theory assessment or an extension for a practical assessment, you will need to fill out **Assignment Extension/Deferral Request Form** (on page 2) and supporting documentation i.e., medical certificate or declaration detailing your extenuating special circumstance. Submit prior to the due date or within 3 days after the due date. (Please note deferral **administration fees apply** for request of 2 weeks or more extensions).

### HOW TO APPLY

Complete the **Extension/Deferred Assessment Application Form** (found on page 2 of this document) and submit with your supporting documentation:

- for medical reasons, supporting documentation should be from a registered health care professional – the medical certificate must cover the days of the assessments
- for exceptional personal circumstances, your supporting documentation should independently confirm the circumstances of your application

### Submit your completed application form and all supporting documents by email

to [recordscoordinator@naturecare.com.au](mailto:recordscoordinator@naturecare.com.au). The outcome of your application, including the new due date of your assessment will be emailed to you within three college working days.

In the case of applying for a practical assessment deferral, you may be put in contact with your Trainer to discuss dates that are suitable for both of you.

### Your application will be approved:

- if your reasons and supporting documentation meet the requirements

### Your application will be denied:

- if you submitted an incomplete form and/or did not include appropriate supporting documents



## ASSIGNMENT EXTENSION/DEFERRAL REQUEST FORM

To be eligible to apply for an extension or deferral you must meet the following criteria as applicable\*:

Circumstances I can apply for an extension/deferred assessment or Exam?	What evidence do I need?	Student Checklist	ü	Office Use	ü
<ul style="list-style-type: none"> <li>Illness or Incapacity</li> </ul>	<ul style="list-style-type: none"> <li>A certificate from a registered practitioner*</li> </ul>	<i>I have completed and signed the form</i>	<input type="checkbox"/>	Authorised / Not Authorised	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Bereavement in the immediate family</li> </ul>	<ul style="list-style-type: none"> <li>Medical declaration*</li> </ul>	<i>I have attached all relevant documentation</i>	<input type="checkbox"/>	Fee taken / Receipt given	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Hardship/Trauma</li> </ul>	<ul style="list-style-type: none"> <li>Cessation certificate/Police Report or Statutory Declaration*</li> </ul>	<i>I have submitted the fee (for practical assessments and/or theory assessment /exam requests of 2 weeks or more)</i>	<input type="checkbox"/>	Confirmation Email issued confirming exam date/time	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Exceptional personal circumstances</li> </ul>	<ul style="list-style-type: none"> <li>Summary of extenuating circumstances &amp; relevant, independent supporting documentation*</li> </ul>			Date Confirmed	<input type="checkbox"/>

Please note: *You must supply supporting documentation for extension requests of more than 7 days.*

\*Extension requests for up to 13 days: No administrative fee applies.

### Deferred Exam/Assessment Administration Fee for a period of 2 weeks or more

Theory Assessment/Exam

\$50.00 per subject

Practical (one-on-one) assessment/exam

\$175.00 per assessment

### Student Details:

Name:

Contact Number:

Email address:

Subject Name	Assessment	Term	Year	Trainer Name:



# Nature Care College

## Payment Option (if applicable)

### Payment Methods

Complete the Enrolment Form.

You can pay by Eft (electronic fund transfer) please reference your full name in the payment description and email the payment advise to [info@naturecare.com.au](mailto:info@naturecare.com.au)

Account Name: Nature Care College Pty Ltd

BSB: 484-799

Account: 507252277

OR alternatively you can pay over the telephone using debit/credit card by calling 02 8423 8333 during office hours Tuesday to Friday 9.30am to 3.30pm.

Please note that no card details are stored by Nature Care College

Student Signature.....

Date.....

**Your signature is not required if you are submitting the application form electronically. By submitting the application form electronically, you accept all Terms and Conditions.**

### Office Use Only

Application approved Yes

No

Date:

### Assessment/Exam Rescheduled:

Subject	Date	Time	Trainer (if applicable)