



# Application for Extension

Application for extension of time is not applicable to all courses. Please check for extension arrangements in the *course information booklet*.

Applications for extensions must be lodged with the relevant Course Coordinator BEFORE the due date for the assessment and supported where appropriate by documentary evidence.

PART A — Student to complete	
Student ID:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Mr/Miss/Ms/Mrs:	First name(s):
Family name:	
Date of birth:	Contact No:
Program name:	
Course code:	Course title:
Course Coordinator:	Assignment number:
Assignment topic:	
Due date:	Extension requested of .....days
	Due date requested:
<p><b>Reason for Extension:</b> <i>(where appropriate, supporting documentation is to be attached)</i>  <i>An extension to the timeline in which to complete individual assessment tasks may be granted on medical, disability, compassionate or religious observance grounds or community service eg elite athletes, jury duty, Defence Forces leave.</i></p>	
Student's signature:	Date:

<b>Extension granted / refused</b>	
Due date extended to: ..... am/pm on .....	
Course Coordinator's signature:	Date:



PART B — Academic staff member to complete	
<i>(This portion is to be submitted by the student with the assignment)</i>	
Student's full name:	
Student ID:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Course code:	
Course title:	
Assignment number:	
Assignment topic:	
School:	
Due date extended to: ..... am/pm on.....	
Course Coordinator's signature:	