

Agency Procedure: REQUEST FOR EXTENSION

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This procedure is for students enrolled in a nationally recognised qualification who require an extension of time for submission of one or more assessment tasks.

Students are required to read Course Progress Policy ([insert link](#)) before completing the request.

Name of student _____

Address _____

Name of course enrolled in _____

Name of Unit or Module extension required (provide as much detail as possible so the correct assessment task is identified)

Original due date _____

Requested new date for submission or suggested alternative task _____

Reason for extension. Provide as much detail as possible, for example what has happened, how it has affected your ability to complete the task, and you can attach evidence such as a doctor's certificate. A separate document can be attached if space is insufficient.

