



Application for Extension

Instructions: Please complete and attach any documentary evidence if required (ie doctors certificate). If students find they are unable to submit an assignment by the due date, they should contact the Course Coordinator and provide the *Application for Extension* **before** the due date. A note should also be written on the assignment sheet title page. If the assignment is not submitted on time and the explanation is unsatisfactory, the assignment is liable to be penalised.

Student Details

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Given Names

Family Name

Student ID

Course Name

Course ID

Personal Details

Address

Suburb

State

Postcode

Phone Number

Fax Number

Mobile Number

Email

Extension Request Details

Assignment Number

Assignment Title

Current Due Date

Requested Due Date

Institute Use

Approved

Not Approved

Student Notified

Date

Course Coordinator Signature

Date Now Due

Date

Course Administrator Signature