



Faculty of Health

Assignment Extension Application Form

School's of Medicine, Exercise and Nutrition Sciences, Psychology, Nursing and Midwifery, Health and Social Development.

Extension requests should be made well in advance of the assignment date. (See over for instructions)

Unit Chair Copy:

Student ID \_\_\_\_\_ Student Name \_\_\_\_\_

Student Address \_\_\_\_\_

Student Phone No. \_\_\_\_\_ Unit Code \_\_\_\_\_ Unit Name \_\_\_\_\_

Tute Group Number \_\_\_\_\_ Lecturer/Tutor \_\_\_\_\_

Assignment Title \_\_\_\_\_ Assignment Number \_\_\_\_\_

Due Date \_\_\_\_\_ Requested Length of Extension \_\_\_\_\_ days

Reason for Request - Please attach documentary evidence eg. medical certificate, counsellors letter

\_\_\_\_\_  
\_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Decision: GRANTED/NOT GRANTED Signature of Unit Chair \_\_\_\_\_ Assignment is now due \_\_\_\_\_

.....

Student Copy:

\*PLEASE COMPLETE BOTH SECTIONS OF THE FORM BEFORE SUBMITTING

Student ID \_\_\_\_\_ Student Name \_\_\_\_\_

Student Address \_\_\_\_\_

Student Phone No. \_\_\_\_\_ Unit Code \_\_\_\_\_ Unit Name \_\_\_\_\_

Tute Group Number \_\_\_\_\_ Lecturer/Tutor \_\_\_\_\_

Assignment Title \_\_\_\_\_ Assignment Number \_\_\_\_\_

Due Date \_\_\_\_\_ Requested Length of Extension \_\_\_\_\_ days

Reason for Request - Please attach documentary evidence eg. medical certificate, counsellors letter

\_\_\_\_\_  
\_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Decision: GRANTED/NOT GRANTED Signature of Unit Chair \_\_\_\_\_ Assignment is now due \_\_\_\_\_

## **Application for Assignment Extension**

Steps to Follow:

**Step 1** - Student discusses and submits the application for assignment extension to the Unit Chair.

**Step 2** - Unit Chair considers application.

**Step 3** - Student receives notification of the outcome of the assignment extension application.

**Step 4** - If extension is granted, the student must attach their approved copy to the assignment when submitted at the Health – Student and Academic Services office.