

Application for Extension of Time



It is the learner's responsibility to prepare this form and make an appointment with the relevant tutor to discuss the application **PRIOR** to assessment due date.

A separate application is required for each assessment requiring an extension of time. Supporting documentation (e.g. medical certification, letter from counsellor, etc) **must** accompany this application.

Note 1: If it is necessary for you to put your study on hold due to illness or unforeseen circumstances, and extension arrangements go beyond the end date of your current course of study, you will need to contact StudyLink if you receive a Student Loan and/or Student Allowance to make alternative benefit arrangements for that period.

Note 2: Students are allowed a maximum of 6 weeks to complete an extension assessment.

Section A: Learner to complete

Family Name First Names
Student ID Phone Number
Email Address

I wish to apply for an extension of time for the following assessment:

Course code	Course Title	Assessment	Tutor	Original due date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason:

Section B: Tutor to complete

The above request is supported by the tutor has been declined

If request declined, please give reason(s)

Proposed extended due date

Tutor Signature Date

Assessment Result

Tutor Signature Date

For requests beyond the course end date:

Dean of Faculty Signature Date

If request declined, please give reason(s)

Academic Use Only

- Supporting documentation attached Extension entered in Tribal
 Assessment result entered and set to checked

Date Tutor Signature