

### Assessment Extension Request Form

This form is to be used for an Assessment Extension Request of 5 days or less. For an Extension Request of more than 5 days, please complete the Special Consideration Application.

- A student may apply for an extension of the due date of an assessment task if circumstances beyond their control prevent them from completing the task on time.
  - Requests must be lodged with the relevant trainer at least 3 days **BEFORE** the due date for the assessment.
  - You will be notified of the outcome of your request via your email address, within two (2) working days.
- In the meantime, you must make every attempt to complete the task on time, should your request be denied.

Personal Details			
<b>Family Name:</b>		<b>Given Name:</b>	
<b>Student ID:</b>		<b>E-mail:</b>	
<b>Contact Number:</b>			

Unit & Assessment Details	
<b>Unit Code</b>	
<b>Unit Name</b>	
<b>Trainers Name</b>	
<b>Assessment Task Name and No.</b>	Have you started the task? Yes / No (Circle one)
<b>Assessment Task Due Date</b>	
<b>Requested Extension Date</b> (Must be no more than <u>5 days</u> )	

Reason for Extension Request - Please provide a brief explanation of the reasons for your extension request

  
  
  

**Student Declaration**

I declare that the information provided by me on this form is true and correct, and I have attached evidence of the work I have already started on my assessment task.

<b>Student Signature:</b>	<b>Date:</b>
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**OFFICE USE ONLY**

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<b>Extension approved (Please circle)</b>	<b>Yes</b>	<b>No</b>	<b>New Due Date</b>	
<b>Are there Fees applicable</b>	<b>Yes</b>	<b>No</b>	<b>Amount Owing</b>	
<b>Student advised if payment is required</b>	<b>Yes</b>	<b>No</b>	<b>Student Initial</b>	
<b>Further Comments/Instructions by the Trainer/Training Coordinator</b>				
<b>Trainer/Training Coordinator Name</b>		<b>Trainer/Training Coordinator Signature</b>		<b>Date:</b>
<b>NOTE: Please email outcome of request to student, then forward form to the Training Coordinator, who will attach to the student's file</b>				