APPLICATION FOR EXTENSION FOR ESSAYS AND ASSIGNMENTS

• BACHELOR OF DISABILITY & COMMUNITY REHABILITATION
• BACHELOR OF HEALTH SCIENCES
• BACHELOR OF HEALTH SCIENCES (PARAMEDIC)

Sometime during the year you may find that you are unable to submit an essay or an assignment on time. In order to establish a procedure that is fair for all students, the staff in above degrees are prepared to grant extension without penalty in special circumstances such as sickness, family responsibilities or heavy work commitments (the latter two need to be unusual/out of the ordinary).

Should you find that it is impossible for you to submit a piece of work by the required date because of such circumstances, please ensure that you take the necessary action before the due date.

1 Collect documentation related to your need for an extension (eg Medical Certificate, letter from employer, letter from counselling service, etc.).

2 Complete the information on the second page of this sheet.

3 If submitting hard-copy submit this form and any documentation in the ASSIGNMENT BOX OF THE DEPARTMENT OF DISABILITY STUDIES.

4 Forms will be accepted if documentation is still coming but the granting of the extension is dependent on supporting evidence being provided.

NB. External students should contact their Topic Coordinator to determine the best means of gaining an extension and submitting assignments. Where advised to do this electronically, complete the second page of this form (take out the underlining etc. that provides prompts for a written application) and email this as an attachment to the Topic Coordinator.

NO DOCUMENTATION MEANS NO EXTENSION

In the event of late submissions of any essays or assignments for which no extension has been sought and granted, a penalty of 5% per working day will be applied. In such cases, the original grade and the percentage deducted will be shown.

If submitting this form in hard-copy, a copy of the signed approval/non-approval will be mailed to you and this MUST be attached to the assignment for which the extension was sought when it is submitted. If emailing the form as an attachment you will receive notification by email from the Topic Coordinator.
PLEASE COMPLETE DETAILS BELOW:

STUDENT'S NAME: ____________________________________________________________

TOPIC NO: ________________________________________________________________

ASSIGNMENT TITLE: _________________________________________________________

TOPIC LECTURER: _________________________________________________________

DUE DATE: ________________________________________________________________

REASON FOR EXTENSION: _________________________________________________

DOCUMENTATION ATTACHED: □ Yes □ No

EXPECTED SUBMISSION DATE: ______________________________________________

(Within seven (7) days of the Due Date)

OFFICE USE ONLY

NEW DATE CONFIRMED: _____________________________________________________

COURSE CO-ORDINATOR'S SIGNATURE: _______________________________________

DATE: ____________________________________________________________________

□ Copy mailed to student.