Studets To Complete
for Office Records

Obtain the approval & signature of the TOPIC COORDINATOR. This section will be date stamped and filed in the School Office as proof an extension was granted.

Student ID ________________
First name ________________________________ Family name  ___________________________________________
Topic code (e.g. NURS1234) _______________________ Topic coordinator  ____________________________________
Topic name ______________________________________________________________________________________
Lecturer  _________________________________________________________________________________________
Assignment title/no _________________________________________________________________________________

Internal students only
Application for extension of assignment due date: printed assignments

STUDENT TO COMPLETE

Student ID __________________________________________
Student name (PRINT CLEARLY)
First name ________________________________ Family name  ___________________________________________
Topic code (eg NURS1234) ____________________ Topic coordinator  _________________________
Topic name  ______________________________________________________________________
Lecturer  _________________________________________________________________________
Assignment title/no.  ________________________________________________________________
I wish to apply for an extension of ____ days. My reason is: __________________________________________
________________________________________________________________________________
________________________________________________________________________________
Please attach a medical certificate, if appropriate.

Signature _________________________________ Phone _________________________________
Date _____________________________________ Email _________________________________
Extension granted? Yes □ No □

Approved by topic coordinator (signature)

NEW ASSIGNMENT DUE DATE:
Flinders University - School of Nursing & Midwifery
SCHOOL POLICY ON EXTENSIONS

- Pre-Registration, Re-Entry and Overseas students must meet with the Topic Coordinator at least **3 days prior to the stated due date** for the assignment. This due date will be advised in the Topic Assessment Methods given to students in Week 1 of each semester.

- The student must provide evidence (eg a medical certificate) and/or a valid reason for the extension.

- If, after discussion with the student, the Topic Coordinator grants an extension, the student should complete the ‘Application for Extension’ form and attach supporting evidence (eg a medical certificate).

- The Topic Coordinator will sign the completed form, and remove the bottom section for their records.

- The student will then submit the completed ‘Application for Extension’ form to the Assignment Office where it will be date stamped, and the Office Records Section retained. This is filed as proof of submission.

- The student will retain the top section. This will be submitted with the assignment on, or before, the new due date.

- When submitting on the new due date, attach both the signed ‘Application for Extension’ and a completed ‘Assignment Cover Sheet’ to the front of the assignment.

- Please ensure that the ‘Application for Extension’ form is placed **underneath** the ‘Assignment Cover Sheet’.

**IMPORTANT**
The Assignment Office WILL NOT stamp as received unsigned Applications for Extension.