

EXTENSION REQUEST FORM

Student ID: _____ Course Code: _____

Student Name: _____

Assignment: _____ Group/Stream: _____

Due date: _____ Proposed due date: _____ (= ____ day/s extension)

The development of work discipline and time management skills are important parts of your education and it is expected that you take responsibility for allocating sufficient time for your studies. Nevertheless, reasonable provision of extra time (without penalty) is available if you have experienced special personal circumstances (normally unforeseen and beyond your control) that affect your ability to submit course assessments on time.

Please indicate the reason for this extension request by checking the appropriate option below.

1. An impairment assessed by Te Amaru--Disability Services;
2. Mental or physical illness or injury;
3. Technological failure while completing an assessment item;
4. Tangihanga, funeral, bereavement and/or circumstances involving the health or well-being of a relative or close friend;
5. Compulsory attendance at court;
6. National or international representative commitments;
7. Significant cultural commitments; or
8. Activities in which the student is representing the University.
9. Sudden Hardship or trauma

Unless there are additional complicating factors, the following reasons are not usually accepted for granting extensions: course clashes, extensions in other courses, incorrectly submitted material, inability to answer the question or otherwise struggling with assessment expectations, not being satisfied with the quality of work, other non-academic activities not listed above such as holidays and employment, etc. The Course Coordinator will exercise their discretion in such cases.

Please clearly describe your reason(s) for being unable to submit your coursework before the scheduled due date:

Please list any supporting evidence provided with this application:

Please check this box to indicate that the information provided in this form is true and correct and that you understand that the requested extension is not granted until this form is approved and signed by the Course Coordinator or School Administrator.

For Office Use Only

Approved Modified Days extension approved: _____

Not approved for the following reason: _____

Signed: (Course Coordinator/Administrator) _____ Approval Date: _____

Date received: _____

Revised Due Date: _____