

Assignment Deadline Extension Request Form

Reference Procedure: Exam030 Application for extension of continuous assessment deadlines

Complete all sections of this form and submit it in person (full time students) or online (part time students) to your lecturer no later than four days before the assignment submission date.

1. Request Details: _

Student ID number	
Name	
Contact details i.e. mobile number otherwise you will be contacted by college email.	(optional)
Course code and Year of study	
Module title:.	
Module lecturer / tutor	
Assignment due date:	
Details of assignment	
Reason for request (attach evidence)	

I declare that ALL of the information provided above is TRUE and CORRECT

Student signature

Date of application

2. FOR LECTURER USE ONLY

Extension approved _____ or declined _____ Brief reason
Revised due date (if approved)
Date of decision & Signature of LECTURER