

**Extension Application Form**

Date of application \_\_\_\_\_

Name of applicant \_\_\_\_\_ Student ID \_\_\_\_\_

Applicant email address \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Psychology course \_\_\_\_\_ Course Coordinator \_\_\_\_\_

Assignment \_\_\_\_\_

Due date \_\_\_\_\_ Grace period \_\_\_\_\_ Extension date applied for \_\_\_\_\_

*(Please note: extensions can only be considered if applied for before the due date, not during the grace period)*

**Reason for extension application**

Please note that extensions cannot be granted on other than medical or exceptional compassionate grounds. They are typically not granted for competing academic, work, holiday, sporting, or other commitments, or having English as a second language. However, where students feel that their circumstances require special consideration, they should complete this application and forward it to the Course Coordinator, with appropriate supporting evidence.

**1. Medical.**

**Medical certificate attached? Yes  No**

*(Please note that medical reasons must be sufficient to be supported by a medical certificate. A common cold is not a sufficient medical reason for an extension.)*

Medical reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Compassionate grounds.**

**Supporting evidence attached? Yes  No**

Compassionate reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature \_\_\_\_\_

**Submit to the pigeonhole of the Course Coordinator**

**Course Coordinator's Response**

Dear \_\_\_\_\_

Date \_\_\_\_\_

Your request for an extension is approved

Yes

No

Your request for an extension is approved, subject to: \_\_\_\_\_

*(eg revised date of submission, providing a medical certificate)*

---

---

---

Your request for an extension has not been approved for the following reason(s):

---

---

---

---

Course Coordinator's Signature \_\_\_\_\_