

# EXTENSION Application Form - GREEN

<b>OFFICE USE:</b> Received by: _____  Date of receipt: _____
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This form should only be used when the 7 days Tutor agreed extension has lapsed or has been denied.

If applicable, please submit this form **TOGETHER WITH, OR REFERRING TO**, an Absence form that evidences your reasons for an extension of more than 7 days. Please ensure that you complete all sections as required and staple certificates facing upwards, to the **BACK** of the form.

<b>1. Your name</b>	<b>Your Student Number</b>
.....	.....

<b>2. Why are you applying for an extension of up to 14 days? Tick all relevant boxes below.</b>			
Extension due to absence(s)		The passing of someone close to you	
Carer duties impeding attendance/progress		Work placement commitments	
Activities that impose on your attendance/progress		Accommodation issue(s)	
Physical issues affecting progress		Technological or equipment failure	
Medical issue(s)		Mental health issue(s)	
Public transport issue(s)		Personal transport issue(s)	
		Other: Please state below	

<b>3. Tutor's name:</b>	<b>Unit Code and Title:</b>	<b>STAGE</b> <b>ORIGINAL Due Date</b>	<b>Date you expect to submit</b>

**4 In the space below, or on A4 attached paper, please explain briefly the issue(s) you ticked in Section 2 so that the SPC may fairly assess your application. If you have met with the Student Support Manager, please state this also.**

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**5. The SPC requires that you provide evidence (official certification) to support your application**

Please state all forms of supporting evidence that you are supplying for this application. Staple ALL supporting evidence TO THE BACK, at the top left corner of this application, facing upwards.

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**6. DECLARATION**

I declare that all of the information on this application form is true and in accordance with the Student Code of Conduct. I accept that a false statement will have serious consequences and may affect my enrolment.  
 I also accept that non-compliance to any part of this application as laid out, will result in an immediate 'Not Approved' outcome.

SIGNATURE: ..... DATE: .....

<b>OFFICE USE:</b> <b>Outcome of this application:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Not Approved <b>COMMENT:</b>  Signed..... Date:.....
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