



## Student information

Student number \_\_\_\_\_ Date of birth (dd/mm/yyyy) \_\_\_\_\_

Family name \_\_\_\_\_ Given name/s \_\_\_\_\_

Program name \_\_\_\_\_ Program code \_\_\_\_\_

School \_\_\_\_\_ Contact number \_\_\_\_\_

Program type:  Prep  Vocational education  Undergraduate  Postgraduate (coursework only)

Use this form to apply for an extension of time of seven calendar days or less from the original due date for submission of assessment work such as assignments, projects or essays for preparatory, vocational education and higher education programs. You must submit the form at least one working day before the original due date.

*Do not use this form for exams, tests or lab-based assessments; if you are applying after the due date; or if you are a higher degree by research student – in these cases you must apply for special consideration. Go to [www.rmit.edu.au/students/specialconsideration](http://www.rmit.edu.au/students/specialconsideration).*

### Section A: To be completed by student

Course code	Course title

For example:

M	A	T	H	1	2	3	4	C	Introduction to Mathematics
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Lecturer/Tutor	Course coord	Tutorial group
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Description of assessment e.g. "Social Psychology essay"	
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Original due date:	Proposed due date:*
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\*Must be no greater than seven calendar days from original due date.

Please provide detailed reasons for requesting an extension. Your application will be strengthened if you attach documentary evidence such as a medical certificate.

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Attach a separate sheet if necessary.

### Applicant declaration

I declare that the information provided by me above is true and complete. I acknowledge that the University reserves the right to confirm the information provided.

Is supporting documentation attached? (e.g. medical certificate)

Student signature \_\_\_\_\_ Date \_\_\_\_\_ Yes  No

### Section B: To be completed by school (course/program coordinator)

Application outcome:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	New due date:
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Authorised staff member name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School:** on completion of this form (including section C), email a copy to student and assessor and place original in student file.

**Student:** attach this section to assignment/project/essay.

### Section C: To be completed by school staff member who completed Section B (course/program coordinator)

Student name:	Student number:
Course code	Description of assessment task
	Original due date:

Application outcome:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	New due date:
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Authorised staff member name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Should be within 2 working days of submission.)

## General information

You are required to submit assessment tasks by the due dates but, where circumstances outside your control prevent you from completing the assessment task on time, you may apply for an extension to the due date. Applications for extension of time are assessed by the school that offers the course.

This form is not for the use of higher degree by research program students.

## Eligibility criteria

Examples of the types of circumstances that may be considered include:

- a) unexpected short-term physical or mental illness
- b) primary carer responsibility for a family member with an unexpected illness
- c) an unexpected, unavoidable employment commitment
- d) other unexpected personal circumstances outside your control such as: bereavement; being the victim of a crime or other trauma; severe disruption to living arrangements or financial hardship, for instance, the sudden loss of employment or income.

Your application will be strengthened by documentary evidence of your circumstances.

## Effect of approval

If an extension of time to submit assessment work is approved, no marks will be deducted for late submission if you submit all required work by the extended deadline.

## Application process

### Extensions of seven calendar days or less

This form must be completed and submitted to your school no later than one working day before the official due date. As submission arrangements can vary from school to school, you need to contact your school to check whether the form should be submitted to a school administrative officer, the course coordinator (Higher Education) or program coordinator (Vocational Education).

If your application has been granted, your school should notify you within no more than two working days of the date of submission of your application.

### Extensions of greater than seven calendar days or less

If you are prevented from submitting the extension request by one working day before the due date, or are seeking an extension of more than seven calendar days, you must apply for special consideration – [www.rmit.edu.au/students/specialconsideration](http://www.rmit.edu.au/students/specialconsideration).

### Penalty for late submission without prior approval

Schools are not required to accept late submissions of assessment tasks if an extension has not been approved, or where the submission occurs after an approved extended date. Some schools may accept submissions beyond the approved date and apply a late submission penalty marking scheme. Such schemes are normally published in the course guide.

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## Important notice to students

You must attach the signed and approved Section C of this application form (page 1) to your assignment/essay cover sheet when you submit it to ensure that the work is accepted and that marks are not deducted for late submission.