



SPECIAL ASSIGNMENT EXTENSION REQUEST

(Only Special Circumstances or if applying for a second extension for the same assignment)

MUST BE SUBMITTED BEFORE due date of the assignment for approval to be granted.

Student Name			
Subject/Module			
Lecturer			
Course		Assignment No:	
Assignment Title			
Original Due Date		Current Due Date (If an extension has already been granted)	

Reason for extension (Extensions will not be given for taking too many modules at a time, poor time management, excessive workload, computer failure and church or ministry commitments): Pl. refer Assignment Extension Policy on website

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Student Name:..... Date:

For Office Use Only	
RESPONSE: Extension: <input type="checkbox"/> GRANTED / <input type="checkbox"/> NOT GRANTED	
Length of time: 1 week / 2 weeks / other	Revised due date:
Registrar's signature: on behalf of Faculty	Date approved:
<i>Students - please attach this approved extension form to the relevant assignment. Failure to do so will result in a penalty for late work.</i>	