

ASSIGNMENT EXTENSION APPLICATION FORM

In the School of Law, under no circumstances are extensions greater than 14 days from the assignment due date granted. If students are unable to meet the requirements of the Assignment Extension policy and an assignment is a compulsory component of the assessment tasks, it is suggested they apply for a retrospective withdrawal on medical grounds or unforeseen circumstances.

Refer to: <http://www.une.edu.au/askune/>

- Please note that the **Unit Co-ordinator has no discretion** in the granting of extensions and must not be contacted in regards to the application of the assignment extension policy.
- On time assignment extension applications must be submitted by **12.00 pm (Eastern Standard Time) three days prior to the due date of the assignment.**
- **Late applications**, that is, applications received after 12.00 pm (Eastern Standard Time) three days prior to the due date but on or before the due date, will be considered, but applicants will **not** receive notification of the outcome of their application prior to the due date. In these circumstances students should be aware that if their application is refused, then appropriate late penalties will apply.
- Applications that are received **after** the assignment due date will **not** be considered barring exceptional circumstances.
- This form should be submitted with the appropriate supporting documentation to the School of Law office by: email lawextension@une.edu.au (preferred option) or fax 02 6773 2580.
- Applicants who submit an **on time** application will be notified of the outcome of their application for assignment extension within three working days by email. Students who submitted an on time application, and who have not received a response within this timeframe, should contact the School on 02 6773 3529. **Please do not contact the School within this three day period as constant enquiries significantly increase the time taken to process applications.**
- Applicants for an extension **must** refer to the **Assignment Extension Policy** for permissible grounds for extension. The policy is available on the School of Law webpage at http://www.une.edu.au/law/policies/assignment_extensions.php.
- Records are kept of all student assignment extension applications.
- The maximum extension allowable is 14 days from the due date. Assignments received after an extended due date will incur a penalty of five percent of the total mark available for the assignment for each day late up to 14 days past the original due date, after which they will receive a mark of zero.

THE FOLLOWING SECTION IS TO BE COMPLETED BY THE APPLICANT

Name: _____

Student Number: _____

Telephone: _____

Email: _____

Unit in Question: _____

Due Date: _____

Group Assignment: YES / NO (PLEASE CIRCLE WHICHEVER IS APPLICABLE)

Group Members: _____

Extension Required Until: _____

Grounds for Extension (PLEASE CIRCLE ONE):

1. Medical Grounds (**Signed Medical certificate – refer Assignment extension Policy for detailed requirements**)
2. Unforeseen work commitments (**Letter from employer**)
3. Other Grounds (**Statutory Declaration by applicant and/or other corroborative evidence, e.g. death notice, police report**)

List the dates of all concurrent applications for extension this semester:

(1)	(3)
(2)	(4)

SIGNED BY THE APPLICANT: **DATE:**

THIS SECTION IS FOR LAW SCHOOL USE ONLY

EXTENSION APPROVED / NOT APPROVED: EXTENSION GRANTED UNTIL:

SIGNED: DATE: