



APPLICATION FOR SPECIAL EXTENSION OF TIME

INSTRUCTIONS

For your application for a Special Extension of Time to be assessed you must:

1. Complete the fields in the section below
2. Attach a personal statement outlining the reason for your request
3. Supply supporting documentary evidence
4. Submit these documents to Student Central via [AskUNE](#) according to the deadlines

Additional information to assist you can be found on Page 2 of this application form.

PERSONAL DETAILS (Must be completed)

Student Number:

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Given Name(s):		Family Name:	
Contact phone:		Date of birth:	
Course name:		Academic School:	

ASSESSMENT(S) FOR WHICH YOU ARE SEEKING SPECIAL EXTENSION OF TIME

Unit Code	Assessment Type (assignment/quiz/practical etc.)	Assessment Number	Original Submission date for Assessment	Date you Expect to Submit Assessment

I understand the requirements for this application and will submit;

- This application form
- My personal statement
- Supporting documentary evidence

Student's Signature: _____ **Date:** _____

SPECIAL EXTENSION OF TIME

Information for Applicants

What is a Special Extension of Time (SET)?

A Special Extension of Time can be requested if you have been prevented through illness or other unavoidable and unforeseen circumstances from completing any assessment task, other than a formal examination.

If approved, a Special Extension of Time means that you may have a substantial extension granted beyond the end of the teaching period or beyond what your Academic School considers a normal extension, to complete your assessment items.

Please refer to your Academic School's assignment extension information for more details if you require a short/normal extension on your assessment.

What supporting evidence will I need?

All applications must include written supporting documentary evidence provided by an external source, and a personal statement explaining your situation. These must be submitted with your application **or it will not be considered**.

Medical certificates must include the following:

- The date you consulted your doctor
- The effect your medical conditions has had on your ability to complete the assessment
- The length of time your medical condition effected your assessment completion

We do not require specific information on the nature of your medical condition.

Other types of supporting evidence include:

- A supporting letter from a relevant health professional, a minister of religion, a solicitor, a Head of College (not a college tutor), the Oorala Centre, Police Report, employer, etc
- A statement from the NRMA, RACV, RACQ etc
- In exceptional circumstances UNE will accept a formal Statutory Declaration signed by a Justice of the Peace

When must I apply – is there an Application Deadline?

Applications must be received by Student Central no later than five working days after the start of the Trimester's exam period, even if your unit has no exam. You should, however, submit your application as soon as you are aware that you require an extension.

Late applications will only be considered in exceptional circumstances and must include a satisfactory explanation for the late submission.

Applications may be rejected if they are late so it is important to get your application in on time.

Where do I submit my application?

Via [AskUNE](#), is the preferred method for submitting your application, please be sure to attach your supporting documentation and personal statement.

Alternate methods of submitting your application;

Fax to: **(02) 6773 4400**

Mail to: 'Student Central, Lamble Building, UNE NSW 2351'.

Submit a copy to the Student Central Counter in the UNE Dixson Library on Campus.

How will I know the outcome of my application?

You will be notified via your UNE email of the outcome of your application and a new submission date for your assessment if approved. If your application is approved your result will be SET until your work is submitted and marked. You are encouraged to continue working on your assessments prior to being advised of the outcome of your application.

The maximum allowable special extension of time is until the last day of teaching in the following trimester, though the new due date for your assessment may be earlier than this.

If you are not able to meet the SET date, you will receive a fail grade, though you may have grounds to apply for a withdrawal from the unit on the basis of a continuation of the circumstances which originally affected you.