Assignment Extension

Important points as follows:

1. **Students have an obligation to submit assignments on the due date as specified by the Unit Coordinator.** If you are unable to meet the assignment deadlines you must submit an application for an extension to the Unit Coordinator.attaching acceptable supporting documentation.
2. **Late applications or applications without documented evidence are likely to be rejected.** Assignment extension applications should be submitted by 23:59 on the original due date at the latest.
3. **We cannot process your application without scanned supporting documentation.** If you do not yet have your documentation at the date when the assignment is due, indicate that the documentation will be forthcoming on your application. This is likely to result in a delay in our response as we will holdover advising you, pending receipt of the supporting documentation.
4. **Normally the maximum extension that will be approved is seven (7) consecutive days from the original due date.** Extraordinary circumstances are required for any additional time.
5. **A late submission penalty of 5% per day will be incurred for assignments submitted after the due date or extension date.** For example, an assignment that would have received 15/20 will only receive 13/20 if it is 2 days late.
6. **Assignments received more than ten (10) calendar days after the due date** (either the original due date or the extension due date) will not be marked and will receive a mark of zero.

Acceptable Supporting Documentation

Any one of these documents must be attached to your application as support:

*1. Medical Grounds*

**Require a medical or health professional's certificate** - stating the date on which the student was examined and the doctor's opinion of the effect of the condition/illness on the student's ability to complete the assessment task.

*2. Unforeseen Work Commitments*

**Comprise work** that is not a part of normal duties, is unexpected and unavoidable and require a letter from the employer (or a statutory declaration if self-employed).

*3. Other Grounds*

**Comprise extenuating circumstances** beyond the student's control (e.g. a death in the family, being a victim of a crime, or an illness of a person for whom the student is a carer), and require a statutory declaration and/or other supporting evidence, such as a death notice or a police report.

APPLICATION DEADLINE:

**No later than 23:59 on the due date.**