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## REQUEST FOR EXTENSION FOR SUBMISSION OF ASSIGNMENT WORK

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### Explanatory Notes

Participants enrolled with Combined Team services

### Period of Extension

The maximum period of extension shall not normally exceed 14 days.

Where an extension of due date for submission of work will exceed 14 days candidates will need to discuss this directly with their case manager and/or learning facilitator.

### Reasons for Extension

Candidates may request an extension of due date for the submission of work due for assessment ***if their studies have been interrupted by circumstances beyond their control.***

If circumstances have changed that will predict an extension being required in the future, please do not hesitate to discuss this with your case manager before the due date where ever possible.

(See attached request)



**REQUEST FOR EXTENSION FOR SUBMISSION OF ASSIGNMENT WORK**

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Please refer to explanatory notes to assist in completing this form

<b>Given Name of Candidate:</b>		
<b>Correspondence Address:</b>		
<b>Course of Study:</b>	<b>Unit of study:</b>	<b>Case Manager:</b>
<b>Due Submission Date</b>	<b>New Submission Date</b>	
<b>Statement Supporting Request for Extension</b>		
<b>Declaration:</b> I declare that the above statement and any additional attached documents supporting this application for an extension are true and correct to the best of my knowledge.		
<b>Signature:</b> _____		<b>Date:</b> _____
<b>Principal Case Managers Name</b>	<input type="checkbox"/> Approved or <input type="checkbox"/> Not approved	
<b>Agreed Re-Submission Date</b>	<b>Comments:</b>	
<b>Copy of this form placed on candidates student file by case manager.</b>	<b>Signature:</b> _____ <b>Date:</b> _____	