Sydney Campus
Application for Extension

Student ID Number: __________________________

Student Name: _______________________________________

Address: ____________________________________________

Postcode: __________________________

Contact Phone Numbers: ___________________________

Home: __________________________ Mobile: __________________________

Notre Dame E-mail Address: __________________________

UNIT CODE AND LECTURER: __________________________

ASSIGNMENT TITLE AND ORIGINAL DUE DATE: __________________________

It is the student’s responsibility to contact their lecturer (by email) for confirmation of this application.

Reason for extension:

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<th>Reason for extension</th>
<th>Date: __________________________</th>
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Attach additional page(s) if necessary – if medical related, student MUST attach a medical certificate.

Please note: This form is an APPLICATION for an extension only. It DOES NOT entitle the student to an immediate granted extension.

Student’s Signature: __________________________

Lecturers Signature: __________________________

DENIED

NEW DUE DATE: __________________________

APPROVED

OFFICE COMMENTS ONLY:
Extensions to assignments are governed by the General Regulations and policies of the College involved. As a minimum the application needs to be in writing and approved by the lecturer. Some Schools, such as Law, require that the applications be approved by the Dean or Assistant Dean.

The Student

If a student wishes to apply for an extension the student must

- Email the lecturer who is responsible for the assignment and request consideration for an extension
- Fill out an application for extension form available from:
  - the website or
  - the reception desk on Level One
- Take the completed form to Reception

The Lecturer

The lecturer responsibilities in this process are:

- Respond to the student’s email request for an extension
- Receive the completed hard copy application form
- If required consult with the Dean/Assistant Dean of the appropriate School
- Communicate to the student regarding the decision and
- Return the form to Reception on Level One