



THE UNIVERSITY OF  
**NOTRE DAME**  
 AUSTRALIA

## 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:

*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:

Date:

Lecturers Signature:

- DENIED
- APPROVED

NEW DUE DATE:

OFFICE COMMENTS ONLY:



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

## **Sydney Campus**

### **Application for Extension**

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