



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

## School of Law and Business

### Application for Extension

*An Application for Extension is a request for additional time to submit an assessment.*

This form must be submitted **PRIOR TO THE DUE DATE** of the assessment. **Late applications will not be considered.**

You are **REQUIRED** to submit with your application:

- a copy of the relevant Course Outline;
- documentary evidence from a third party, e.g. health professional or doctor; or
- other supporting documentation (i.e. Statutory Declaration, flight bookings, funeral notice)

**Failure to provide required documentation, or complete the form correctly, will result in the application being returned.**

Please **ONLY** email your application to: [lawandbusiness@nd.edu.au](mailto:lawandbusiness@nd.edu.au)

Applications submitted directly to the Head of School, Campus Student Advisers, Course Coordinators or any other people will not be considered a valid application.

Requests for extension are reviewed by the relevant Campus Student Advisor. The Campus Student Advisor has **three (3) business days** to review the application and determine the outcome. It is your responsibility to submit the application in a timely manner, not at the last minute. Ensure you understand the requirements for submitting your assessments before the due date, as extensions will generally not be granted where technical issues are avoidable.



## School of Law and Business

### Application for Extension

<b>Student ID:</b>			
<b>Student Name:</b>			
<b>Mobile:</b>			
<b>Notre Dame Student Email:</b>			
<b>Course Code and Title:</b>			
<b>Course Coordinator:</b>		<b>Campus:</b>	
<b>Assessment Title:</b>		<b>Weighting:</b>	
<b>Original Due Date:</b>		<b>Release Date:</b>	
<b>Reason for Extension:</b>			
<b>Proposed New Date:</b>			

**Attach the following documentation with your Application for Extension:**

- Course Outline
- Medical Certificate (As required)
- Other supporting documentation

**Please note: This form is an APPLICATION for Extension only, it DOES NOT entitle the student to immediate extension. If an extension is denied, grade penalties will apply.**

<b>Student Signature:</b>		<b>Date:</b>	
<b>Approved/Denied:</b>		<b>New Due Date:</b>	
<b>Campus Student Advisor Signature:</b>		<b>Date:</b>	
<b>Comment to Student:</b>			

**Submit your application to [lawandbusiness@nd.edu.au](mailto:lawandbusiness@nd.edu.au)**