



APPLICATION FOR EXTENSION TO COMPLETE ASSESSMENT

Please return this form to the Academic Registrar, registrar@carey.ac.nz | 0621

Extensions are normally given only for reasons of ill-health or on compassionate grounds; work and life pressures that could be planned for are not valid grounds for extension. If a student requires an extension on an assignment they can apply to the Academic Registrar on the prescribed form with full supporting evidence prior to the due date of that assessment. Normally extensions will be given for no longer than two weeks and will not be granted past the end of semester. Each application will be considered on its own merits.

Student name

Student ID number

Email

COURSE DETAILS

Course #
 e.g. MB531

Course name
 e.g. Introduction to the Old Testament

Type and name of assignment

Due date

Length of extension required (*maximum of two weeks*)

day month year

REASONS FOR EXTENSION REQUEST

Illness — please provide doctor's certificate

Bereavement — please provide details of relationship

Other — please attach further information for consideration

I have read the Extensions Policy in the Academic Regulations & Calendar Yes No

Signature of student

signature day month year

Academic Registrar

Approved Yes No If yes, new date for submission: day month year

signature day month year

OFFICIAL USE ONLY

Lecturer informed of outcome

day month year