



STUDY EXTENSION REQUEST FORM

RE- ENROLMENT

STUDENT DETAILS

Student ID: Title: Mr Miss Ms Mrs

First Name: Last Name:

Mobile Number: Email:

Course Name:

UNIT DETAILS

Unit Name: Unit Code:

Assessment/Cluster Task Name	Due Date	Requested Due Date

REASONS FOR APPLYING FOR STUDY EXTENSION REQUEST

(see p.2 for details of what is considered valid grounds for an extension)

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Student Signature Date/...../.....



RESPONSE TO REQUEST FOR EXTENSION

Assessment/Cluster Task Name	Granted	Not Granted	New Date of submission

REASONS FOR NOT GRANTING APPLICATION

Name and Signature of Staff Member Date/...../20..

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Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Fees and Charges \$.....
Staff Signature:		Date:/...../20..

IMPORTANT INFORMATION

- In order to receive approval for a Study Extension (approval to complete an assessment task or submit an assignment at a later date), your application must satisfactorily demonstrate that there are exceptional circumstances outside of your control that prevent you from completing the assessment task in the timeframe.
- Circumstances are those indicated below.
- All applications must be accompanied by relevant documentation such as a medical certificate.
- ✓ Student illness, injury or medical condition
- ✓ Family issues (family injury, illness or bereavement etc)

Please be aware that holiday arrangements (including overseas travel), poor time management, excessive work commitments, computer problems or family and social commitments **ARE NOT ACCEPTED**. Fees and Charges apply.*

If you have any further questions, please feel free to ask student support at the reception or by email student_support@newerainstitute.edu.au

***Fees and Charges:** <https://www.newerainstitute.edu.au/student-services/fees-and-charges/>