**School of Geography, Environment and Earth Sciences**

**APPLICATION FOR EXTENSION OF ASSIGNMENT HAND IN DATE**

(To be completed by student)

STUDENT NAME: ……………………………………………………ID NUMBER: ..………………..…...……

EMAIL ADDRESS: ……………………………………………………………………………………...

COURSE CODE: ……………………………

ASSESSMENT ITEM: ………………………………………………………………………………..

DATE DUE: ……………………………………………………………………………

PROPOSED HAND-IN DATE: …………………………..…... (=……day’s extension)

REASONS FOR REQUESTING EXTENSION: ……………………………………...

…………………………………………………………………………………………..

…………………………………………………………………………………………..

EVIDENCE IN SUPPORT OF CLAIM (ATTACH DOCUMENT/S):

……………………………………………………………………………………………………………

**Please note that requests received on the due date or after the due date of the item will not be considered without supporting documentation, such as a medical certificate.**

I wish to apply for an extension to submit the aforementioned assignment without penalty for lateness

I UNDERSTAND THAT UNTIL THIS REQUEST HAS BEEN APPROVED BY THE COURSE COORDINATOR NO EXTENSION HAS BEEN GRANTED.

SIGNED: ……………………………………………………. (Student) DATE: ………………………

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(To be completed by the Course Co-ordinator)

DATE RECEIVED BY COURSE CO-ORDINATOR: ………………………………….

DECISION: ( ) \_\_\_\_ Days Extension Approved ( ) Not Approved

🞏 No penalty if handed in by extension date

🞏 Reduced penalty of \_\_% per day until extension date

REASON(S): …………………………………………………………………………………………………………………………

SIGNED: ……………………………………………………………... (Course Co-ordinator)

DATE: ……………………………………………………………