



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:

(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: