



REQUEST FOR ASSESSMENT EXTENSION FORM

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**.

A student may apply for an extension of the due date for an assessment task if extenuating circumstances outside their control, and sufficiently grave in nature or duration, cause significant disruption to their capacity to study effectively. To apply, complete this form and submit it, with supporting documentation, to the Student Services (with a copy to the Teacher).

This form can be lodged before, on or no later than 5.00pm two working days after the due date of the assessment task.

1. PERSONAL DETAILS

Student ID number

Daytime Contact Phone Number

Title

Family name

Given Name (S)

Course Code

Course Name

Campus

2. UNIT ENROLMENT DETAILS

I would like to request an extension of time to complete the following assessment task:

Unit Code

Unit Name

Tutorial Day and Time

Title of Assessment Task

Due Date

Course / Program Convenor Signature

Academic Director Signature

3. Reason for Application

Evidence must be provided demonstrating the severity and/or gravity of the event and that it has disrupted previously satisfactory work during the session of enrolment.

*Serious illness*

A Western Sydney University International College (WSUIC) Medical Certificate must be completed by your medical or dental practitioner (see page 2). Your practitioner must affix a provider stamp on the WSUIC Medical Certificate otherwise a medical certificate containing the provider number must be attached to this application. Ensure that all the information requested on the WSUIC Medical Certificate is supplied on any other medical certificate submitted. Certificates signed by family members will not be accepted.

*Unavoidable commitments*

For example, Jury duty, court appearance, military reserve emergency service commitments. Please attach documentation showing compulsory attendance dates.

*Death or serious illness of immediate family member*

Please attach a letter from a counsellor, doctor or funeral director indicating the relationship of the family member to the student.

*Substantial change to routine employment*

Please attach a letter from your employer explaining the change to your work arrangements.

*Selection to represent at International, National or State level in a sporting or cultural event*

Please attach supporting documentation from State, National or Cultural organisation advising selection.

*Crisis/Trauma*

For example, family breakdown, victim of crime/accident, extreme financial hardship. Supporting evidence may include a medical certificate or other letter from a counsellor, doctor, police or fire officer, depending on the nature of the issue. There must be evidence to demonstrate the severity and/or gravity of the circumstance, in addition to evidence that the misadventure has disrupted previously satisfactory work by a student during the session of enrolment.

I declare that the information provided by me on this form is true and correct.

I also agree to the release of personal information about me for the purpose of assessing this application

Signature

Date

#### 4. WSUIC ONLY

Extension granted? YES

NO

New Submission Date

CC/PC's Signature

Date

Student informed of outcome by email on Date

On completion, original form and supporting documentation forwarded (for schools) to: