



ASSIGNMENT EXTENSION REQUEST FORM

A. STUDENT TO COMPLETE

Student Name: (please print)					
Student Number:					
Address:					
			Postcode:		
Telephone:	(H):	(W):		(Mob):	
Subject:			Subject Code:		
Term & Year:				F/T	P/T
Assignment Topic:					
Lecturer:					
Original Due Date:					

Reason for extension:

Nature Care College Pty Ltd

ABN 77 105 282 264

178 Pacific Highway, St Leonards NSW 2065

Tel: 02 8423 8333 Fax: 02 9436 0503

email: info@naturecare.com.au website: www.naturecare.com.au

Students Note: Five Percent (5%) of the mark for an assignment is deducted for every day it is late – *this includes weekends which are counted as two (2) days*. The waiver of this deduction will depend upon the reason (refer to the Student Handbook – 1.4 Extenuating Circumstances) and the proof attached.

This fully completed form must be submitted to your lecturer, with proof attached, no later than 72 hours before the assignment is due. If your lecturer chooses to grant an extension, you must attach the Assignment Extension Request Form *with the Lecturer's Section filled in and signed by your lecturer* to the front of your assignment.

Assignments without the correctly completed Extension Form, will lose five percent (5%) of the mark for each day they are late.

If posting your assignment, please keep a photocopy and send the assignment, with Extension Form attached, via Certified or Express Post.

B. LECTURER TO COMPLETE

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<i>Lecturer use only</i>	
Proof sighted	
Extension granted until: _____	
Extension not granted	
Reason:	
Insufficient proof	
Not an extenuating circumstance	
Other (please specify): _____	
Lecturer's Signature: _____	
Date: _____	

C. OFFICE TO COMPLETE

<i>Office use only</i>			
Date handed in:		Days overdue:	
Received by who in admin:			
Marks deducted (5% per day late):		Assignment Final Mark:	
Signed by Lecturer:			