



---

### LECTURER EXTENSION APPLICATION

Extensions for the submission of assignments after the due date may only be granted by the lecturer in charge of a unit. **Application must be made in advance of the due date for each assignment.** Work submitted late without an extension will receive a reduced mark. The lecturer may grant an extension of 1 to 14 days beyond the due date, but no later than the final day of the examination period. Extensions of more than two weeks, or beyond the final day of the examination period, may only be granted by the Dean (use separate form).

Student name \_\_\_\_\_

Email \_\_\_\_\_

Unit name \_\_\_\_\_

Unit code \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Lecturer/s \_\_\_\_\_

Assignment title \_\_\_\_\_

Original due date \_\_\_\_\_ Proposed due date \_\_\_\_\_

Reason for extension \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide evidence to your lecturer to support your application for an extension**  
(e.g. medical certificate, letter from counsellor).

---

#### Lecturer's Response

Please forward this response to the student and copy to the TCTS Registrar

Request Approved

Request Denied

Final due date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Lecturer's signature \_\_\_\_\_ Date \_\_\_\_\_