

**Instructions:** Submit this form for an extension to the Assessment Task due date for more than a week or fails to submit an assessment task within a week of the due date. If applying for an extension to more than one Assessment Task, a new form for each request must be submitted.

<b>Application Date:</b>			
<b>Student Name:</b>			
<b>Course Title &amp; Code</b>			
<b>Unit Title/s &amp; Code/s:</b>			
<b>Assessment Title and Actual Due Date:</b>			
<b>Reason For Request:</b>	Supporting documentation attached. <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>New Proposed Due Date:</b>			
<b>Student Signature:</b>			
<b>Trainer/Assessor Name &amp; Signature :</b>		<b>Date</b>	

FOR OFFICE USE ONLY:	
<b>Decision:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>Reason for Decision:</b>	
<b>Manager Name:</b>	
<b>Signature:</b>	
<b>Date of Decision:</b>	