
Extension Application Form

You are required to complete each assessment on the day indicated in the timetable. If you are unable to complete the assessment on the timetabled date, you must fill in an application for extension form and hand it in to your tutor at least 48hrs before that date, signed/confirmed by your agency. This will not guarantee your extension will be given - A doctor's certificate or similar may be required. You will then be given a maximum two-week window to complete the assignment. After this the assignment will be NYC and you will be required to apply for a final resubmit which is marked after the course finishes in November.

If you hand in a late assignment or apply for more than two extensions in one term a meeting will be held with you, your agency rep and your course coordinator to discuss why this is happening.

Name:

Date:

Assignment:

Due date:

Reason:

Co-ordinator signature

New due date:

Check list:

- Have I filled in a reason for being late with my assignment
 - Have I identified the due assignment and its due date
 - Is this application being made at least 48 hours before the due date of assignment?
 - Have I included my agency in this application (does my agency representative know that I am applying?)
 - Have I included the appropriate documentation ie. Medical certificate etc
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