EXTENSION REQUEST FORM

**Information and Process:**

* The purpose of applying for an extension is to ensure your academic progress is not unfairly impaired by personal circumstances that have affected you submitting your assessment on time
* You can only apply for an Extension for internal assessments/assignments. These are described in the course outline given to you at the beginning of your course
* You should only apply for an Extension well in advance of the due date if you are unable to submit a compulsory component or assessment activity by the due date
* Applications must be received by Unitec before 11.59pm on the due date of the assessment, along with documentary evidence to support your application, and work completed to date on the assessment
* The maximum length of an extension is 5 working days, and no further extension will be granted
* Late submission of an assessment without prior approval, will result in a deduction of marks of 10% per day up to 5 days (inclusive of weekends)
* At the time of application all work completed to date for the assessment, must be submitted

**Process**

* Please read the information on this form first and then complete Part One
* Please print clearly and email this form, together with any supporting evidence (see Evidence Required below), to [tkk@unitec.ac.nz](tkk%40unitec.ac.nz%20) before the due date of the assessment
* Te Korowai Kahurangi (TKK) will record the extension request and forward to the Academic Programme Manager for a decision
* The Academic Programme Manager will approve or decline the application within 3 working days of receipt and notify you and TKK of the decision
* The new submission deadline will be from the date you receive notification of acceptance
* If you have not had a reply to your request within 3 working days of submission, please follow up by emailing tkk@unitec.ac.nz
* Failure to follow up may result in no extension being granted, a late submission penalty being applied or a DNC grade

**Validity**

To be considered valid, your application must be received before the due date and be accompanied by the evidence outlined above.

**Extensions will only be granted in the following circumstances**

* Ill health
* Bereavement
* Personal difficulties of a serious nature
* Provincial, National or International representative activities

**Evidence required**

Your application must be accompanied by original documentary evidence of:

* Ill health – medical certificate
* Bereavement – death certificate or notice of service
* Personal difficulties of a serious nature – written statement from a Unitec Counsellor or other relevant officer.
* Provincial, National or International representative activities – documentary evidence of the activity

**Note:** An application submitted on time, with evidence, does not guarantee that an extension will be granted.

**PART 1 Student: To be completed by the student**

1. **Personal details**

ID number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Programme:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **□** My address is updated on the MyUnitec portal

 I am applying for a**n extension** for the following (list all assessments affected):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Course Code/****Number** | **Due date of Assessment****Day/Month/Year** | **Lecturer** | **Documentary evidence is attached**  |
|  |  |  |  |  **□**Yes **□**No |
|  |  |  |  |  **□**Yes **□**No |
|  |  |  |  |  **□**Yes **□**No |
|  |  |  |  |  **□**Yes **□**No |

The grounds for my application are (select one of the following):

**□** Ill health

**□** Bereavement

**□** Personal Difficulties of a serious nature

**□** Provincial, National or International representative activities

**Declaration**

I give my consent for any relevant details to be divulged to the appropriate Unitec Authority

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**□** I have attached documentary evidence, or

**□** Documentation will be provided through Student Wellbeing at Unitec and I give permission for confirmation of an appointment to be provided

**□** I have attached current evidence of work completed on the assessment

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_