navitas
Health Skills Australia
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Application for Extension of Assignment Submission

Please print in BLOCK LETTERS

Extensions should be requested **at least three days prior** to the submission date.

Once an extension is granted, the 1st copy of the completed form is to be attached to the assignment and the 2nd copy will be retained on the student's file.

1. Attention (Trainer's name)

2. Student details

First name:
Last name:
Student ID:

3. Assignment details

Unit name:
Unit code:
Title/description of assignment:
Date due:
I wish to apply for an extension of time until: DAY / MONTH / YEAR

4. Reason for extension (attach documents if applicable):

Student's signature:

Date: DAY / MONTH / YEAR

ACADEMIC STAFF USE ONLY

Please scan a copy of this form and forward to the Training Manager.

I have granted an extension of time for the above assignment, which must be submitted to me on or before:

DAY / MONTH / YEAR

Trainer's signature:

Date: DAY / MONTH / YEAR