



# APPLICATION FOR ASSESSMENT EXTENSION

*If you cannot submit your assessment by the due date you must apply for an Application for Assessment Extension. This application form must be submitted at least 24 hours prior to the assessment due date and the extension period is 14 days.*

***Assessments not submitted by the assessment due date or approved extension date will incur a late penalty fee of \$40.00***

***You can only apply and submit one application for assessment extension for each module.***

DATE OF APPLICATION: .....

STUDENT NAME: .....

MODULE: .....

ASSESSMENT NUMBER: .....

TRAINER/ASSESSORS NAME: .....

ORIGINAL DUE DATE: .....

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SIGNED:(student) .....

SIGNED:(staff) .....

**OFFICE USE ONLY:**

Date that application was received ....../....../....