

## RTO- Student Request for Extension Form

This Student Request for Extension Form can be used to request an extension for an assessment task. Extensions will only be granted in extenuating circumstances where at least two (2) days notice has been given prior to the scheduled assessment task. Extenuating circumstances may include but not limited to:

- medical illness, injury, or misadventure
- serious illness or injury of immediate family member
- bereavement of a partner or family member
- unexpected carer responsibilities
- unexpected and unavoidable changes to work routine/roster
- hospitalisation
- unforeseen accidents or trauma
- military or jury duty
- extreme personal or financial hardship,
- recognised mental health issues.

Conditions under which an extension will not normally be considered include:

- misreading your Study Schedule
- submitting an assessment incorrectly or late
- poor time management
- holidays
- minor ailments such as colds or sleeplessness
- technical or computer issues.

**NOTE-** Evidence may be required to substantiate your claim.

<b>Student Name:</b>	
<b>Address:</b>	
<b>Contact number:</b>	
<b>Email:</b>	
<b>Qualification/Course Name:</b>	
<b>Unit of Competency</b>	
<b>Name or Title of Assessment Task</b>	
<b>Original Assessment Task Date</b>	
<b>Date extension is being requested:</b>	

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<b>Details or reasons for the extension</b>		
<b>Student Signature</b>		
<b>Date</b>		
<b>Office Use Only</b>		
<b>Qualification/Course Code:</b>		
<b>Trainer/Assessor:</b>		
<b>Extension Granted:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Reason if not granted.	
<b>New assessment task due date</b>		
<b>Does this effect the end date of the course?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>New end date of course:</b>
<b>Trainer notified</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	By Phone <input type="checkbox"/> By Email <input type="checkbox"/> By Letter <input type="checkbox"/>
<b>Operations Manager Signature:</b>		
<b>Date:</b>		