

Request for Extension

After Course End Date

Complete this form, in full, to request a course extension where, due to a case of illness, injury or exceptional circumstances you are unable to submit assessment work before the course end date. Please note that this request must be made to your Associate Head of School as soon as possible, and not later than **48 hours** before the assessment due time and date.

Return to: Your Tutor

0800 935 832

www.weltec.ac.nz

1 PERSONAL INFORMATION

Legal Surname or Family Name(s)

Legal First or Given Name(s)

Preferred Name(s)

WelTec Student ID

Email

Home Phone or Mobile

2 LATE SUBMISSION OF ASSESSMENT REQUEST

Assessment Title

(Please enter your Assessment Title)

Assessment's Due Date

Day Month Year

Course Code and Title (and class if needed)

(Please enter your course code eg IDXXXX)

Tutor

(Please enter your Tutor's name)

Programme Code and Title

(Please enter your programme code and the name of your programme eg HVXXXX Dip Hort L5)

School

(Please enter the name of the School your programme belongs to)

I make this request for a course extension in order to complete the assessment for the following

(Attach supporting evidence (medical or other) if applicable)

Proposed new due date

Student's Signature

Date

Note A1-R1 (see overleaf)

4.16 Where there are valid reasons, the programme manager may approve an extension for a period of no more than 10 working days after the course end date.

4.17 Where there are extenuating circumstances, an extension of more than 10 working days may be recommended by the programme manager to the Board of Studies.

OFFICE USE ONLY

- Late Submission is
- Approved
 - Not approved
 - Student notified of outcome
 - Copy of form emailed to Student

Assessment now due:

Date ___/___/___

Time ___:___ am/pm

Reason for non-approval:

Approval Signature

Approval Name

Date

A1-R1 ACADEMIC STATUE

Extensions

- 4.13.1 Extensions to allow the submission of an assessment after the notified due date must be requested by submitting a Request for Extension prior to the due date. A valid reason, one of illness, injury or exceptional circumstances, for requesting the extension must be stated.
- 4.14 A request for an extension to a date before the course end date is submitted to the tutor, who may decline the request, or approve the request and negotiate a new submission date/time.
- 4.15 A request for an extension to a date after the course end date is submitted to the programme manager as soon as possible and not later than 48 hours before the assessment due date.
- 4.16 Where there are valid reasons, the programme manager may approve an extension for a period of no more than 10 working days after the course end date.
- 4.17 Where there are extenuating circumstances, an extension of more than 10 working days may be recommended by the programme manager to the Board of Studies.
- 4.18 The programme manager advises the student in writing of the outcome of the request and, if approved, the conditions of the extension.
- 4.19 The interim course grade is recorded as EXT. After the extension expires, it is replaced with the appropriate grade.