

Request for Extension

Before Course End Date

Complete this form, in full, to request a late submission of an assessment after its due date, due to illness, injury or exceptional circumstances. Please note that this request must be made to your Tutor prior to the due 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 wish to request approval to make a late submission of my assessment for the following reasons:

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

Proposed new due date

Student's Signature

Date

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:

Tutor's Signature

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.