



ASSIGNMENT EXTENSION REQUEST (LEC/AEF)

If, through illness or other serious difficulty, you think you will be unable to meet the deadline for any of your coursework/ assignment, you should use this form to make a request for an extension. You should submit your request to the Course Director or Programme leader* *before* the deadline is reached. Please complete the form in block capitals and fill in the record slip. The Course Director/Programme Leader* will then contact you and, if the request has been granted, will agree a new deadline with you. This form will be processed by the Administration department, who will send you the record slip and file the rest of the form with your records.

*Or the appropriate person identified in your Course.

This section is to be complete by student

Name of Student	Reg No:	Year:
Name of Lecturer		
Programme/Course Leader		
Course Title		
Module Title		
Deadline of Assignment		

Reason for extension request (if possible, please attached necessary documentation to support your application/request)

Please note that all requests will be treated in confidence. If your request is particularly private or sensitive nature and you do not wish to record it here, please speak in confidence to our Student Welfare Officer or your Programme Leader. Alternatively, you may wish to enclose a covering letter marked "Strictly Confidential)



TO BE COMPLETED BY COURSE LEADER OR COURSE DIRECTOR	
Extension Granted?	YES/NO
If No, reason of refusal for extension:	
If Yes, New agreed deadline:	
Comments:	
Signed by Course Director/Course Leader	
Date:	



RECORD OF EXTENSION REQUESTS

STUDENT COPY

Name of Student:	Registration No:
Name of Lecturer:	Title of Module:
Title of Assignment:	Original Deadline of Assignment:
Request Received by:	Date:
Extension Granted?	YES/NO
New Agreed Deadline:	