

## RTO form: REQUEST FOR EXTENSION

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This procedure is for students enrolled in a nationally recognised qualification who require an extension of time for submission of one or more assessment tasks.

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Name of student \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Name of course enrolled in \_\_\_\_\_

Name of Unit or Module extension required (provide as much detail as possible so the correct assessment task is identified)

\_\_\_\_\_

\_\_\_\_\_

Original due date \_\_\_\_\_

Requested new date for submission or suggested alternative task \_\_\_\_\_

\_\_\_\_\_

Reason for extension: Provide as much detail as possible, for example what has happened, how it has affected your ability to complete the task, and you can attach evidence such as a doctor's certificate. A separate document can be attached if space is insufficient.

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