

# Student Request for Assessment Extension Form



Student's name:		Date:	
Student USI Number:		Organisation:	
Program enrolled in:			
<b>DETAILS</b>			
Assessor:			
Assessment name/s:			
Current assessment due date:		Requested due date:	
Reason extension required:	<input type="checkbox"/> Loss of employment <input type="checkbox"/> Change in personal circumstances <input type="checkbox"/> Lack of workplace exposure <input type="checkbox"/> Change in job role <input type="checkbox"/> Sickness (please provide medical certificate) <input type="checkbox"/> Not able to complete pre-requisite study <input type="checkbox"/> Other (please state) .....		
Please describe the specific plan to ensure you meet the new deadline:			
Do you require any further RTO or employer supports?	<input type="checkbox"/> NO	<input type="checkbox"/> YES (provide details):	
<b>STUDENT DECLARATION</b>			
Have you discussed this request with your assessor?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you read and understood the extension requirements in the <a href="#">Student Handbook</a> ? (page 8)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student's Signature: <i>Note, typed signatures cannot be accepted.</i>			

<b>OFFICE USE ONLY – Please complete the below and notify the student of the outcome and requirements.</b>			
Request status:	<input type="checkbox"/> Approved & updated in LMS - new due date:		
	<input type="checkbox"/> Not Approved – reason:		
Medical certificate provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Comments or further actions required:			
Processed by:		Signature:	
			Date: