



**WELLPARK**  
College of Natural Therapies

## **APPLICATION FOR EXTENSION TO AN ASSIGNMENT**

Please CAREFULLY consider whether you wish to apply for an extension. An extension will be granted to you on only one occasion per year. Furthermore, extensions will be granted only in the following situations:

- **Illness (supporting medical certificate required from a registered practitioner)**
- **Extenuating circumstances which must be detailed below with supporting evidence attached**
- **Computer issues can qualify as extenuating circumstances only once during your study time at the College. It is your responsibility to back up your work, save on a memory stick or on Drop Box for safety.**

### **Important notes:**

- You MUST apply for an extension at LEAST ONE WEEK prior to your assignment due date. If you have missed this deadline you will need to choose one of the next two options.
- Where an assignment is handed in up to one week late and no written extension has been granted there is a deduction of 20% of the final mark for that assessment for first week, or part thereof, that it is late.
- If the assignment is later than 8 days late then it will be treated as a fail. In this instance you may apply for an Application for Assessment Resit/Resubmission ONLY within the time frame of one further week and if there are extenuating circumstances. Please note that a resubmission attracts a charge of \$40 and means the assignment will achieve a maximum mark of 50%
- You must attach proof of your assignment completed to date and official documentation to support your claim. Insufficient evidence/documentation will result in a decline of the application.
- If your Application for an Assignment Extension is successful, your Faculty Support Person will advise you of the new assignment due date and HOW to upload a late assignment to Moodle. Any assignment that is not submitted by the new due date will not be marked and will be considered a fail of the course with no resubmission permitted. In this instance you are required to re-enrol in the course again at your own cost.
- The turnaround marking period of 6 weeks does not apply to late submissions nor to extensions which will be slotted into the marking queue.
- Extensions on extensions will NOT be allowed.

## Process

- Please fill in the Application for Assignment Extension Form (one form per assignment).
- Attach evidence that you are eligible for an extension where illness or extenuating circumstances apply.
- Attach evidence of assignment completed to date.
- Email the following to Faculty Support: completed form; supporting evidence; assignment completed to date.
- You will be contacted by Faculty Support regarding the outcome of the application and any new due dates.

## APPLICATION FOR AN EXTENSION TO AN ASSIGNMENT FORM

**Please provide the following information:**

STUDENT NAME: ..... STUDENT ID: .....

PROGRAMME ENROLED IN: ..... TODAY'S DATE: .....

COURSE NAME: ..... COURSE NUMBER: .....

ASSIGNMENT NUMBER: ..... ASSIGNMENT DUE DATE: ...../...../.....

STUDENT SIGNATURE: .....

Reason for seeking an extension (please attach documentation to support this application):

.....  
.....  
.....  
.....

Progress on assignment provided (please attach assignment work done to date to this application):

.....  
.....

**Please use this checklist to ensure you have covered all requirements**

- |                  |                          |  |                          |                  |
|------------------|--------------------------|--|--------------------------|------------------|
| Student<br>Check | <input type="checkbox"/> | a) Fill in the Application for Extension to an Assignment Form – located in reception area and on the Wellpark website | <input type="checkbox"/> | College<br>Check |
|                  | <input type="checkbox"/> | b) Attached evidence of extenuating circumstances i.e. Medical Certificate   | <input type="checkbox"/> |                  |
|                  | <input type="checkbox"/> | c) Attached progress on assignment to date   | <input type="checkbox"/> |                  |
|                  | <input type="checkbox"/> | d) Email the form and evidence to Faculty Support  | <input type="checkbox"/> |                  |

You will be advised of the outcome of your application via email by Faculty Support.

**For administration use only**

Date application was considered by the Education Subcommittee: .....

Evidence to support application attached and adequate: YES/NO

Evidence of assignment completed to date attached and adequate for circumstances: YES/NO

This application is:  Approved /  Not Approved

Rationale of decision:

.....  
.....

Student was advised of outcome of application:

Name: ..... Signature: .....

Date: ...../...../..... Method: .....

**FACULTY SUPPORT CHECK LIST**

1. Advise student of the outcome
2. Advise student of new due date and HOW to upload a late assessment to Moodle
3. Record the new assessment due date on: SMS in assessment section; on Moodle under students submission area; on the Issues Spreadsheet
4. Upload this completed form to the students file on the SMS