

Request for Extension of Assignment Deadline

(과제물제출 연장신청서)

Allow 48 hours Process

I _____ hereby request extension for the Assignment for

_____ (Subject/Theme)

which is due on _____

Extensions must be applied for before the due date. No applications made after that date will be considered. Please attach this form to the assignment when handing in at Reception.

Extensions are granted upon the following reasons:

1. Medical Illness (certified by certificate);
2. Extreme Hardship;¹
3. Compassionate Grounds.

Each application is considered on a case to case basis. In the space provided below please make your case considering the above parameters. Also please propose a date for when your assignment would be completed which must be within 7 calendar days of the due date. No extensions of greater than 7 days will be considered. **PLEASE NOTE: No essay will be accepted beyond this final extension due date.**

Date of Request ____ / ____ / ____ _____
Student's Signature

RESPONSE

I am agreeable/not agreeable to this request for extension being granted. The assignment must be lodged at Reception **NO LATER** than:

_____ (Day/Date) _____ (Signature)

¹ Extreme Hardship is not: Computer breakdown, "Too much work", etc.