



Southland College  
...serving the needs of Christian education

## Request for Extension

|                             |       |   |       |
|-----------------------------|-------|---|-------|
| Student's Name:             | _____ | Student's database<br>No. (or "Studkey"): | _____ |
| Student's Contact<br>Phone: | _____ | Student's Email:                          | _____ |
| Lecturer:                   | _____ |   |       |
| Unit Code:                  | _____ | Assignment No:                            | _____ |
| Due Date:                   | _____ | Extension Date:                           | _____ |

Reason for Extension: \_\_\_\_\_

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**NOTE:** Ordinarily extensions will not be granted for more than 14 days after the due date of the assignment except in exceptional circumstances. Generally a 7 day extension is the norm. This form must be submitted to the Lecturer **before** the due date of the assignment.

**Penalty for late assignments without approved extension**

Assignments sent after the due date and without an approved extension will lose marks at the rate of 10% per day. Assignments that are post marked more than 7 days after the due date without an approved extension will receive no mark.

Submit form by email to the Lecturer of the unit.

08.01.10