



Southland College
...serving the needs of Christian education

Request for Extension

Name: _____ Studkey: _____

Lecturer: _____

Subject Code: _____ Assignment No: _____

Due Date: _____ Extension Date: _____

Contact Phone: _____ Email: _____

Reason for Extension: _____

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.