

APPLICATION FOR EXTENSION TO DEADLINE

HND/C Computing and Systems Development

Student to complete **Part A** and photocopy for Assignment tutor.

Assignment tutor to complete **Part B** and photocopy for Administrator

Administrator to complete **Part C** and photocopy for Student and Course Leader

- This form should normally be submitted at least one full working day before the deadline.
- **If an extension is granted, the completed copy of the form should be stapled to the work when it is submitted, and returned to the student with the work.**
- If you have recommendations from the Disability and Dyslexia Team regarding a variation in assessment, tick box and attach evidence.

Part A *To be completed by the student*

Student's Name Signature.....

Student Number Course

Module Code and Title

Title of Assignment.....

Assignment Tutor

Date Assignment Due

New Submission Date Requested.....

Reason for Request

Note: this form is not confidential and you should use only a general description of your circumstances below (e.g. "medical problems"). Please submit a supporting statement with the documentary evidence in a sealed envelope, which will be treated as confidential.

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Part B *To be completed by the subject/course Leader or equivalent*

Course Leader's Reply

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New Submission Date Approved

Name..... Signature

Date

Part C *For office use only*

Date form received Date form returned to student