

REQUEST FOR EXTENSION TO ASSESSMENT DEADLINE FORM

Students that wish to request an extension to an assessment deadline should read the *Student Assessment Policy* before completing this form.
The policy is available from www.heli.edu.au/info/

Student Number:	
Family Name:	
Other Names:	
Email:	Mobile:
Which subject is this assessment in?	
For which assessment do you request an extension to the deadline?	
What is the reason for this request? (Provide details below, based on the mitigating circumstances listed in the policy and attach evidence)	

Support to complete this form

If you require any support to complete this form or to obtain a copy of the *Student Assessment Policy* then you can contact the Student Support Officer via: support@heli.edu.au

DECLARATION

I hereby apply for an extension to my assessment deadline as indicated on this form.

Applicant Signature:

Date:

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Once completed this form should be submitted to your Subject Educator by email

Office use only

Date received:

Extension? Yes No

Student notified on:

If extension granted what is the new deadline?

If extension is not granted why?