UEH UNIVERSITY OF ECONOMICS HOCHIMINH CITY | ISB International School of Business | WESTERN SYDNEY UNIVERSITY

APPLICATION FORM
REQUEST FOR ASSIGNMENT EXTENSION

Applications must be submitted in hard copy no later than **5.00 p.m. of the 2nd working day** after the due date of the assessment task to the school office on Floor 6, No. 79, Nguyen Dinh Chieu Street, District 3, Ho Chi Minh City. Students who can provide evidence to support extenuating circumstances affecting submission of the application may be granted permission to submit applications after this time. **Submitting an application does not automatically mean the special consideration will be granted.**

SECTION 1. STUDENT AND ASSIGNMENT DETAILS - Please complete this form using CAPITAL LETTERS

Family Name:..... **Given Name(s):** .....

Student ID No: .....**Email address:** .....

Course Name: ..... **Mobile/Daytime Phone:**.....

Unit Code: .....**Unit Name:** .....

Title of Assessment Task: .....

Lecturer:.....**Class time:** .....

I am applying for Assignment Extension due to Circumstances related to:

□ Medical circumstances □ Family issues □ Emergency management service

□ Formal legal commitments □ Unexpected work commitments

Number of extra days required from the due date: .....

Documentation attached is .....

SECTION 2. OUTCOME NOTIFICATION, COURSE RESULTS and PRIVACY STATEMENT

You will be notified in writing when your application has been approved or rejected - usually by email. You will receive a single, final result for your course, and no indication of a modified assignment arrangement will appear on your official academic transcript.

SECTION 3. STUDENT DECLARATION

I declare that the information provided by me on this form is true and correct. I also agree to the release of personal information about me for the purpose of assessing this application.

Student's signature ..... **Date:**.....

SECTION 4. SCHOOL USE ONLY

Extension granted? □ No □ Yes New submission date: .....

Lecturer's signature..... **Date:**.....

Student informed of outcome by email on (date) .....

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In order to receive approval for an Assignment Extension, your application must satisfactorily demonstrate that there are exceptional circumstances outside of your control that prevent you from completing the assessment task in the prescribed timeframe. Circumstances that may warrant are those listed in the table below.

All applications must be accompanied by relevant documentation appropriate to the circumstances and included as an attachment to this document.

Circumstances	Documentation Required from Student
a. Student illness, injury or medical condition of such significance that completion of the assessment task by the original date/time or due date/time is not possible b. Family issues (for example family injury, illness or bereavement etc) of such significance that completion of the assessment task by the original date/time or due date/time is not possible	a medical certificate or signed statement from a registered doctor or medical practitioner
c. Formal legal commitments (for example jury duty or being required to attend court or tribunal)	legal document showing legal obligations and time or period for which they apply
d. Commitment to assist with emergency service activities (for example bushfire protection) e. Unavoidable and unexpected work commitments (for example relocation, change to fly-in fly-out shift work)	a letter from the employer clearly supporting the student's claim with company stamp

There will be **no supplementary mid-term exam**. Students who miss the mid-term exam due to serious medical condition or other personal reasons will need to complete a Special Consideration Application. A student whose request for special consideration is approved will have the weighting of his/her final exam increased on a pro rata basis to account for the missed mid-session exam.