



## Presentation Delivery Extension request form

**Student Name:**

**ID Card Number:**

**Course Name:**

**Course Start Date:**

**Module Title:**

**Module Lecturer:**

**Presentation Due Date:**

**Presentation Question:**

**Request Type:**

Short extension ( Less than 7 days)  
[No supporting documentation required]

Long Extension ( More than 7 days)  
[Supporting documentation required  
Refer to the Additional Details Section of this form]

Personal health problems

**Reason for Request:**

Unexpected work commitments

Family commitments

Other extenuating circumstances

**If “other extenuating circumstances” was selected above, please specify:**

I declare that ALL of the information provided above is TRUE and CORRECT

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date of application**

### FOR OFFICE USE ONLY

**Extension approved:**

Yes

No

**Reason:**

\_\_\_\_\_  
**Date of Decision**

\_\_\_\_\_  
**Signature**



## Additional Details

Supporting documents necessary for extensions requests longer than 7 days are as listed below:

Adverse Circumstances	Supporting Documentation
Personal Health Problems	<ul style="list-style-type: none"><li>• The date on which the student was examined</li><li>• The dates that the student's study was or will be impacted by illness</li></ul>
Unexpected work commitments	<ul style="list-style-type: none"><li>• Signed letter from employer or supervisor; or</li><li>• If self-employed, a statutory declaration;</li></ul>
Family commitments	<ul style="list-style-type: none"><li>• A short explanation of the circumstances</li></ul>
Other extenuating circumstances	<ul style="list-style-type: none"><li>• A form of corroborative document evidence such as funeral notice or police report</li></ul>