

# A142 – APPLICATION FOR SHORT EXTENSION FOR SUBMISSION OF ASSESSABLE WORK



Applications for a short extension of time for submission of assessable work of five (5) days or less from the original due date must be submitted directly to the relevant Course and Unit Advisor (CUA), and a copy of the receipt should be attached to your assessment upon submission. Documentary evidence must accompany this application (see [Adjustments to Assessment Procedure](#)).

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

## 1. PERSONAL DETAILS

Student ID	<input type="text"/>	Family name	<input type="text"/>
Given names	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>

## 2. UNIT & ASSESSMENT DETAILS

Unit title	<input type="text"/>	Unit code	<input type="text"/>
Title/topic of assessment for which extended time is sought			
<input type="text"/>			
Due date	<input type="text"/>	Name of Unit Convenor	<input type="text"/>

## 3. REASON(S) FOR REQUESTING AN EXTENSION

## 4. LIST OF SUPPORTING DOCUMENTATION ATTACHED

## 5. APPLICATION FOR EXTENSION OUTCOME

This section is to be completed by the CUAs.

### OFFICE USE ONLY

Extension granted  Yes  No If YES, please specify new due date

If not granted, reason:

Signature

Date

Students MUST attach this approval to the assignment when submitted.

#### PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website [vu.edu.au/privacy](http://vu.edu.au/privacy)

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

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#### CONTACT US

If you have any questions, you can access **ASKVU** ([askvu.vu.edu.au](http://askvu.vu.edu.au)), speak to us via live chat or call us on **+61 3 9919 6100**.

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- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee