

# EXTENSION REQUEST FORM

PLEASE PRINT IN BLOCK LETTERS

All extension dates MUST be submitted AT LEAST 5 BUSINESS DAYS PRIOR to the assessment due date.

Details about assessment extensions can be found in the Assessment Policy which is available on the Navitas Professional website at <https://py.acap.edu.au/policy-documents/>

## Personal details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other:
Family name:
Given names:
Student ID:
Mobile:
Email:

## Program details

<input type="checkbox"/> Professional Year Program	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
Intake date:	
Trainer's name:	

## Extension details

Please specify the details of the topic/assessment you require an extension for (note: maximum extension is 14 calendar days) and reason for your request:

Submission due date:
Topic:
Assessment title:
New submission date:
Reason for extension:

Please note: only ONE extension is granted per topic. Extenuating circumstances will be reviewed on a case by case basis.

## Acknowledgement

All of the information provided is true and correct to the best of my knowledge.

### Student's signature:

Date:

### Trainer's signature:

Date:

## Please email the completed application to:

ACAP Adelaide:  
adelaide@acap.edu.au

ACAP Brisbane:  
brisbane@acap.edu.au

ACAP Canberra:  
canberra@acap.edu.au

ACAP Darwin:  
darwin@acap.edu.au

ACAP Hobart:  
hobart@acap.edu.au

ACAP Melbourne:  
melbourne@acap.edu.au

ACAP Perth:  
perth@acap.edu.au

ACAP Sydney:  
sydney@acap.edu.au

## OFFICE USE ONLY

Application outcome:

Approved  Denied

First request for extension

Participant notified:

New submission due date:

Signed: