



BRISBANE COLLEGE OF THEOLOGY

EXTENSION REQUEST

Please Note:

1. Extensions can only be granted by the lecturer for applications for further time **within** the current semester. The Friday of Assessment Week is the designated last day of the semester. Applications for extensions beyond the current semester need to be referred to the Academic Dean of the College through which you are enrolled.
2. Extensions need to be requested a minimum of seven (7) days prior to the due date. Only in exceptional circumstances will requests be considered after this time.
3. An extension will **only** be considered as granted when the lecturer has signed and dated the slip below. This slip must be attached to the assignment when it is submitted.

Name: _____ ID: _____

Course Name & Code: _____

Program: _____

Date of Request: _____

Due date of Assignment: _____

Length of extension requested: _____

Requested new due date : _____

Reason for requested extension (attached documentary evidence, eg doctor's certificate etc):

(Cut here and attach to assignment)

Lecturer Use only:

Name: _____ ID: _____

Course Name & Code: _____

Extension granted until: _____ (date)

Lecturer's name: _____

Lecturer's signature: _____