

Important Information

This form applies to students who wish to lodge a request for an extension to an assignment as a result of compassionate or compelling circumstances that prevents them from completing a course assessment by the published due date.

The maximum extension allowable with this form is 1 week from the original due date.

This form should be read in conjunction with the following policies:

- Assessment Policy
- Grievance & Appeals Policy for Academic Matters
- Attendance & Participation Policy
- Misconduct Policy

All college policies referenced above can be found in the Student Handbook and accessed via *Student Resources* section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

This is not an application for Special Consideration. Students seeking Special Consideration should apply using the Application for Special Consideration Form accessed via *Student Resources* section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

Eligibility for an Assignment Extension

Students may apply for an extension due to compassionate or compelling circumstances, on the following grounds which may include, but not be limited to:

- Medical condition or injury
- Work obligations
- Family Obligations
- Academic Difficulties

The Application Process

A student wishing to lodge a request for an assignment extension must submit this 'Application for Assignment Extension', which can be downloaded via *Student Resources* section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>, to the Office of the Registrar at the Student Services Desk.

The form must be completed in full and attach any relevant supporting documentation.

The Registrar will only consider an appeal application complete and eligible for assessment when all sections have been filled-in, the form signed and the required supporting documentation attached. Incomplete application forms will not be accepted.

Lodging the Application Form

You can lodge your completed application ie. including all supporting documentation to the Registrar by one of the following means:

In person: 208 Wellington Street, Collingwood if presenting supporting documentation as originals to be certified as copies by Collarts

By email: support@collarts.edu.au if presenting supporting documentation.

Your completed application should be received by the Office of Registrar prior to the due date of the assessment. Late applications for an extension can be accepted up to 48 hours after the due date. Beyond the 48 hour cut off point an 'Application for Special Consideration' should be completed.

Assessment & Notification of Outcome

On receipt of a completed application, the Office of the Registrar will forward documentation to the Program Leader for assessment. The Program Leader will consider the:

- Nature of the compassionate or compelling circumstances; and
- Timing of the circumstances with respect to the assessment

The Program Leader will complete their assessment and advise their decision:


1. Approve the application thereby granting the extension. Please note that the Program Leader may approve a different length extension to that which you requested. Please check the outcome letter for the revised submission date.
2. Deny the application

In all cases, Collarts will provide a written notification advising the decision and outcome of all applications for Applications for Assignment Extensions. Where the application is denied, the student will also be advised of the reasons for the decision and their right to appeal.

The notification will be sent by email within five working days of the receipt of your completed application. Students should continue working on their assignments, and submit them as soon as practicable.

Privacy Statement

Collarts is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Collarts collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

LODGEMENT RECEIPT	
received by Collarts as a complete application for assessment	
Collarts: 	Date: Name:
Student Number:	

Please retain this copy as proof your application was submitted

This form applies to students seeking an extension, to the due date of one or more assignments. This form should be submitted prior to the due date of the assignment, but may be accepted up to 48 hours after the submission deadline. For applications lodged later than 48 hours after the published due date of the submission an 'Application for Special Consideration' is required. The maximum extension allowed is 1 week. **This form is not to be used to request special consideration, alternative assessment or revised examination dates.**

Personal Details

Collarts Student Number	Family Name	Given Name(s)
Telephone Number:	Address:	

Collarts Course Details

Please tick your course

- Audio
 Audio Production
 Music
 Music Production
 Animation and VFX
 Content Creation
 Entertainment Management
 Entertainment Journalism
 Interior Design
 Fashion Marketing

Unit Details

Please complete the following:

Unit Name/Code	Lecturer/teacher name	Name of Assignment (as shown in Learning Portal)	Due Date	Requested Due Date (maximum 1 week after Due Date)	Revised date approved by Program Leader (Program Leader to complete)

Reasons for requiring an extension

Please select the most relevant reasons for requiring an extension and provide relevant details.

Reason	Details
<input type="checkbox"/> Medical Reasons	
<input type="checkbox"/> Work Obligations	
<input type="checkbox"/> Family obligations	
<input type="checkbox"/> Academic Difficulties	
<input type="checkbox"/> Other	

Evidence & supporting documentation

Have you attached supporting documentation Yes No

Medical Certificate
 Letter from a counsellor
 Letter from your employer


Student Declaration

I declare that the information provided by me is true and correct. I understand that this form is only an application for an extension to the due date for the assignments listed in this application. I understand that this is **not** an application for Special Consideration as per the Special Consideration Policy as published in the Collarts Student Handbook accessed via the MyCollarts portal at <http://mycollarts.edu.au/>



Date Signed (dd/mm/yyyy):

Outcome (to be completed by Degree Leader)

<input type="checkbox"/> Request denied	Reason for denial
<input type="checkbox"/> Extension approved (dates supplied in table)	
Support services recommended for student (optional)	<input type="checkbox"/> Student Progress Coordinator <input type="checkbox"/> Counselling Services <input type="checkbox"/> Academic services
Staff Name:	 Date Signed: (dd/mm/yyyy):