

**FACULTY OF THE VICTORIAN COLLEGE OF THE ARTS
THE UNIVERSITY OF MELBOURNE**

**THE CENTRE FOR IDEAS
APPLICATION FOR EXTENSION OF TIME OTHER THAN UNDER SPECIAL
CONSIDERATION CONDITIONS (maximum 2 weeks beyond due date).**

This form is to be completed in conjunction with your lecturer

- Please Note:**
- Requests for extension to submit must be lodged no later than 3 days prior to submission date.
 - This application does not form part of the special consideration process.

Student Name _____

Discipline _____

I am seeking an extension of time to complete the following subject:

To be completed by student together with academic staff member

Subject Code	Subject Name	Due by Date

Reasons for requesting extension:

To be completed by academic staff member

Extension granted until (maximum 2 weeks beyond due date)

Date: _____

Signed: _____
Student signature

Signed: _____
Academic Staff Member signature

_____ Name of Academic Staff Member

Date: _____

Distribution: Original retained by academic staff member
Copy retained by student and attached with submission of assignment.
Copy retained by SAS Unit