

CLASSICS PROGRAMME

APPLICATION FOR AN EXTENSION

- Please complete and email this form to the Classics Programme (classics@otago.ac.nz) **in advance** of the set deadline. Do not contact the course coordinator to apply for an extension.
- Documentary evidence is **required** for an extension to be granted. In the case of bereavement, documentary evidence may be requested at the discretion of the course coordinator. Please be prepared to supply this evidence if required.
- Applications for extension will only be considered for the reasons listed below.
- You will be notified of the outcome of your extension request by email from the Classics Programme, within two working days after you submit both this form and documentary evidence.
- If your extension is approved, please include a copy of the approved extension form with your assignment when you submit it.

Name:	
Student ID:	
Student email address:	
Paper Code (e.g. CLAS101):	
Assignment name:	
Assignment due date:	
Length of extension requested:	7 calendar days maximum
Reason for extension (please tick one):	
<input type="checkbox"/> Ill Health (please include medical certificate)	
<input type="checkbox"/> Job interview outside Dunedin (please include supporting documentation)	
<input type="checkbox"/> Provincial/national representative activities (please include supporting documentation)	
<input type="checkbox"/> Personal difficulties of a serious nature (please include a written supporting statement from a university officer)	
<input type="checkbox"/> Bereavement (supporting documentation may be requested)	

For further information, please refer to our website

<https://www.otago.ac.nz/classics/study/extension-policy-for-assignments>

Office use only	
Date received: _____	
Approved by: _____	Revised due date: _____