**DEPARTMENT OF MARKETING**

eXTENSION APPLICATION

* Please email this completed **form** and **supporting documentation** to the Paper Administrator prior to the assessment deadline.
* Extensions will only be granted in **exceptional circumstances** as outlined below:
* Illness
* Family Emergency
* Bereavement
* Provincial or National Representative Activities

**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 paper administrator. Please be prepared to supply this evidence if required.

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| --- | --- |
| **Name** |  |
| **Student ID** |  |
| **Email address** |       |
| **Paper Code** |       |
| **Assessment Due Date** |       |
| **Length of extension requested** |  |
| **Reason for Extension (please indicate below):**[ ] **Illness** [ ] **Family Emergency**[ ] **Bereavement**[ ] **Provincial or national representative activities****Additional Comments:**  |

**Note:**

Computer/printing problems do not constitute an exceptional circumstance. You must regularly back up your work on an alternative device.

A heavy workload is not an acceptable reason to request an extension.

Penalties for the late submission of assignments are outlined on the course outline.

*Extension Approved / Declined (please highlight outcome) New Deadline:*

*Staff Member: Date:*