

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 attach a copy of the approved extension to your assignment when you submit it. The approved extension will be emailed to you, or you can collect it from the Classics Programme Administrator, Arts Building Room 5N1.

Name:	
Student ID:	
Student email address:	
Paper Code (CLASXXX):	
Assignment Due Date:	
Length of extension requested:	7 calendar days maximum
Reason for extension (please tick one):	
<input type="checkbox"/> Ill Health	
<input type="checkbox"/> Job interview outside Dunedin	
<input type="checkbox"/> Provincial or national representative activities	
<input type="checkbox"/> Personal difficulties of a serious nature	
<input type="checkbox"/> Bereavement	

For further information such as acceptable forms of documentary evidence, please refer to our website <http://www.otago.ac.nz/classics/study/otago.653755.html>

Office use only:	
Extension Form Received: _____	
Extension Approved: _____	Revised Due Date: _____

**PLEASE ATTACH A COPY OF THE APPROVED EXTENSION
TO YOUR ASSIGNMENT WHEN YOU SUBMIT IT**