



Catholic Institute of Sydney  
Australia's Ecclesiastical Faculty for Theology and Ministry

## Application for an Extension

To be communicated via email to lecturer and [registryoffice@cis.catholic.edu.au](mailto:registryoffice@cis.catholic.edu.au)

Student ID :

Student Name :

Course Code and Title :

Assessment Details :

Original Due Date :

Extension Requested Until :

Reason for Requested Extension :


Please note that this form is an *application* for an extension, and therefore will not take effect *until approved*. If an extension is sought on medical grounds, **supporting documentation must be submitted herewith**.

Student's Signature :

Date :

### FOR OFFICE USE ONLY

Lecturer's Signature : <input type="text"/>	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	New Due Date : <input type="text"/>
Academic Dean's Signature : <input type="text"/>	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<i>This revised due date <b>requires the approval of the Academic Dean</b> to take effect. Should another date be recommended, this will be indicated below, and both lecturer and student will be notified by the Registry Office.</i>
Received by Registry Officer : <input type="text"/>	Comments : <input type="text"/>	



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All requests for extensions must be made in writing (e.g. using this electronic form) **at least 24 hours before the due date.**

All applications must be accompanied by a medical certificate or other evidence for non-medical applications (viz. hardship or compassionate grounds).

The Course Co-ordinator (Lecturer) will review the application and advise the student and Dean (or delegate) whether the application has been approved or denied. If the application is approved, the Course Co-ordinator will advise the student of the revised due date for submission. Note that the Dean (or delegate) has ultimate discretion in the approval or dismissal of an extension application.

Late assignments *without* an approved extension will attract an automatic penalty deduction of **5%** of the total mark available for the item of assessment for every day (including weekends and holidays), or part thereof, beyond the date and time of submission (or any extension granted).

*Example:*

A student submits an assignment worth 50 marks 4 days late.

Total mark available: 50

Penalty: 4 days late = 5% of 50 x 4 = penalty of 10 marks

The student's original mark: 40

Final mark: 40 – 10 = 30

Assignments submitted *without* an approved extension *beyond 10 days* after the due date will receive a **zero** mark and **won't** be annotated by the teacher.