



APPLICATION FOR ASSIGNMENT EXTENSION OR DEFERRED EXAM – NON-MEDICAL REASONS

I have completed the Statutory Declaration on page 2 of this form, and it has been witnessed by an appropriate person (see Note 2 on page 2).

Yes No

STUDENT DETAILS	Student Number	<input type="text"/>	Evidence Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type:
	Family Name	Given Name(s)			
Student Signature	Phone No		Date: (dd/mm/yyyy)/...../.....		
Student Email	<input type="text"/>				
Subject Code and Name	Tutorial Day/Time		Tutor's Name		
Assessment/Exam Number & Name	Assessment/Exam due date (dd/mm/yyyy)	/...../.....		

PLEASE NOTE: Mid-trimester and final exams: There will be ONLY ONE (1) deferred exam offered. Failure to attend may mean students are unable to complete (pass) the subject and will need to re-do the entire subject.

How to Apply

Students may apply for assignment extensions or exam deferrals under significant or exceptional circumstances, but must be aware that **there is no guarantee** an assignment extension or exam deferral will be granted.

In order to receive approval for an assignment extension or exam deferral this form must be completed and **handed to KOI Reception OR emailed to academic@koi.edu.au within 3 working days of the assignment or exam date.**

The application must satisfactorily demonstrate to the Academic Manager that there are exceptional circumstances outside of your control that prevent you from submitting the assignment or attending the exam on the due date, and be supported with original documents as supporting evidence.

Examples of the types of circumstances which may be considered include:

- Family issues (for example family injury, illness or bereavement etc.) of such significance that submitting the assignment on the due date/time or attending the exam on the original date/time is not possible
- Hardship/trauma – e.g. victim of crime or severe disruption to domestic arrangements

Supporting Evidence (original documents – no photocopies are acceptable) may include:

- A police report
- A statutory declaration or other appropriate documentation (e.g. a medical certificate for an ill relative)
- A letter of support from the Counselling and Disability Services may also be included where relevant.

Consistent with KOI policy, the following factors will NOT be regarded as suitable grounds for justifying the granting an assignment extension or exam deferral:

• routine demands of employment and employment-related travel	• routine financial support needs
• difficulties adjusting to university life, to the self-discipline needed to study effectively and to the demands of academic work	• lack of knowledge of requirements of academic work
• stress or anxiety normally associated with examinations, assessment tasks or any aspect of course work	• difficulties with the English language
• planned events such as engagements and weddings	• difficulties with visa arrangements that could have been reasonably anticipated

DECLARATION

I hereby apply to be granted an assignment extension / deferred exam for the above-named subject.

Documentary evidence in support of my application is attached.

I declare that the information I have provided in this application and the attached documentation is correct and complete.

Student Number	Name (please print clearly)	Signature	Date:
<input type="text"/>		/...../..... dd mm yyyy

OFFICE USE ONLY (Academic Manager / authorised person to complete)

Date Received	Received By	Evidence Attached	YES	NO
...../...../..... dd mm yyyy		<input type="checkbox"/>		
Extension/Deferral Granted	YES	NO	If Yes, date extension granted until or deferred exam approved (dd/mm/yyyy)/...../.....	
Authorised by Academic Manager (name)	Signature	Date	Lecturer/Tutor advised (date & method)	
	/...../..... dd mm yyyy/...../..... dd mm yyyy	
Comments			Student advised (date & method)	
		/...../..... dd mm yyyy	

