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Assignment Extension Form

Instructions: Applying for an assignment extension



3. Students with a Reasonable Adjustment Plan

If you are registered with [InclusionUC](#) and have assignment extensions as a reasonable adjustment on your Reasonable Adjustment Plan, you can apply for an extension up to 5 days after the due date.

If the impact of the health circumstance extends beyond the reasonable adjustment, to seek further extensions, you must provide additional medical certificate(s), original or certified copies, to InclusionUC or your Unit Convenor.

Supporting documentary evidence

If you are unable to provide original documentary evidence, a [statutory declaration](#) can be accepted as an alternative.

Privacy

The University of Canberra is subject to the provisions of the Commonwealth Privacy Act 1988. You are entitled to protection of your personal information. Any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines which are set out in the Australian Privacy Principles (the APPs). We do not use or disclose any personal information we hold about you, including your address, or your results, even to close relatives, without your permission or as permitted by the APPs. See the [University of Canberra Privacy Policy](#) at or telephone the Privacy Contact Officer at the University of Canberra on 02 6201 5111 or email at privacy@canberra.edu.au.



Application for an assignment extension

Student ID	
Student Name	
Unit Code	
Unit Name	
Unit Convener	
Teaching period and year	
Due date of assessment item <i>As per the Unit Outline</i>	
Name of assessment item <i>As per the Unit Outline</i>	
Length of extension requested	