

Email: info@scei-he.edu.au Web: www.scei-he.edu.au Phone: +61 3 9602 4110

Request for Extension to Assessment Due Date Form HEFOR07

SECTION A: Student and Assessment Details		
Student Name:	SCEI-HE Student ID:	
Email Address:	Mobile No.:	
Subject code/name:		
Assessment Task(s):		
SECTION B: Extension Date Requested and Reason		
Assessment Due Date:		
Extension Date Requested:		
Reason (if due to illness, attach sickness certificate):		
SECTION C: IMPORTANT NOTICE FOR STUDENTS PLEASE READ CAREFULLY		
Requests for an extension of time for submission of an assignment must be made at least <u>48 hours before</u> When the state of the second s		
<u>the due date</u> of the assignment.		
Requests should be directed initially to the subject teacher, who will initial this form and return it to the		
student, subject to teacher consultation. This form should then be <u>attached to the front of the assignment</u>		
when submitted.		
Requests for an extension of <u>more than one week</u> are not normally granted, except under exceptional		
circumstances (see HEPP82 Supplementary Assessment and Special Consideration policy), in which		
case the Student Welfare Officer should initial the requested due date after the appointment with the student		
and consultation with the subject teacher.		
Requests for an extension of the practical / group assessment task are not normally granted except under		
exceptional circumstances, in which case the Student Welfare Officer should initial the requested due date		
after the appointment with the student.		
Student Signature:	Request Date:	

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Version: 1.2

Effective Date: October 2025

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ABN: 79 605 294 997

TEQSA Provider ID: PRV14066

CRICOS Provider Code: 03739K



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SECTION D: Teacher uses only		
Subject Teacher's Name:	Date:	
Application Approved (circle/highlight one): YES / N	O Extended Assessment Due Date:	
Comments:		

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