

PERSONAL DETAILS			
Family name			
Given name/s			
Contact number			
Contact email			
SECTION A To be completed by student			
Unit code and title			
Trainer name		Course ID	
Description of Assessment Tool <i>e.g. Written Assessment Questions</i>			
Original due date		Proposed due date*: <small>* Must be no greater than seven (7) calendar days from original due date.</small>	
Please provide detailed reasons for requesting an extension supported by original documentary evidence.			
<i>Attach a separate sheet if necessary.</i>			
Applicant Declaration			
I declare that the information provided by me above is true and correct. I acknowledge that Partners in Training Australia reserves the right to confirm the information provided.		Is supporting documentation attached? (e.g. medical certificate)	
Student signature			<input type="checkbox"/> Yes <input type="checkbox"/> No
Date			
SECTION B To be completed by the Trainer/Assessor			
Application outcome	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	New due date	
Trainer/Assessor name			
Trainer/Assessor signature		Date	
Sections A and B of this form are to be placed on student file			
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This section to be attached to the assessment tool by the STUDENT			
SECTION C To be completed by the Trainer/Assessor and returned to the student			
Student name		Course ID	
Unit code and title			
Description of Assessment Tool <i>e.g. Written Assessment Questions</i>			
Original due date		New due date	
Trainer/Assessor name			
Trainer/Assessor signature		Date	



**IMPORTANT NOTICE TO STUDENTS**

It is the student's responsibility to attach the signed and approved SECTION C of the application form (overleaf) to their assessment tool coversheet when it is submitted to ensure that the work is accepted and assessed accordingly.