

## Assignment Extension Request Form



This form **MUST** be completed by the student in BLOCK Letters.

Refer to [AIA Academic Integrity Policy and Protocol](#) for further information.

### Form submission

**Submit your Assignment Extension Request form prior to the submission due date** to the relevant Unit Convenor.

### STUDENT AND UNIT DETAILS

Student name:	<input type="text"/>
Student ID Number:	<input type="text"/>
Email Address:	<input type="text"/>
Unit Code and Name:	<input type="text"/>
Unit Convenor:	<input type="text"/>

### ASSIGNMENT DETAILS

Assignment No.:	<input type="text"/>
Assignment Name:	<input type="text"/>
Assignment Due Date:	<input type="text"/>
Requested Due Date:	<input type="text"/>
Reason for Extension:	<input type="text"/>
Is this a Group Assignment? Please mention Yes or No	<input type="text"/>
If yes, please list the names of students in your group	<input type="text"/>

### SUPPORTING DOCUMENT DETAILS

Please mention the list of documents attached with this application

## STUDENT DECLARATION

I hereby state that the above information provided by me is true and correct.

Student Signature:

Date:

## PRIVACY STATEMENT

*Analytics Institute of Australia collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or unit(s) of study. We may not be able to process your request if you do not provide all the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you or make a privacy complaint.*

## FOR OFFICE USE ONLY

This section MUST be completed by UNIT CONVENOR

Form received Date:

Date Revised in  
CANVAS:

Unit Convenor Approval (please tick):

Approve

Decline

The extension complies with the AIA's Academic Integrity Policy and Protocol

Approver's Name:

Approver's Signature:

Date: