St Patrick's College
Application for Assignment Extension – Mercy Campus

Student Information

This extension application should be submitted at least one week before the due date of the assignment, except in extenuating circumstances. Drafts and proof of progress may be required to have this application approved. Supporting evidence such as a medical certificate or letter should be attached if appropriate.

Subject:		Teacher's Name:	
Student Name:		Year Level:	
Assignment Title:			
Due Date of Assignment:		Date of Extension Request:	
Draft Submitted:	☐ Yes ☐ No	Requested New Submission Date:	
Student's Signature:			

Parent Declaration

Whilst consideration and compassion are extended to students who have ongoing and unexpected issues which seriously impact their ability to complete assignments in given timelines, it is important that these issues are verified and students who meet deadlines are not disadvantaged by other students receiving extensions without due consideration.

Please explain the reason below that best describes the reason for the extension request and attach any supporting documents.
Please note – Part time work commitments are not considered a valid reason for extension application.

Medical Issue ☐	Family/Personal Issue ☐	Sporting/Cultural ☐	Other ☐ ……
Reason for Extension:			
Parent Signature:		Contact No:	

Assistant to the Principal - Curriculum/ Head of Department (Mercy Campus)

Application for Extension:	Approved ☐ Denied ☐ New Due Date: ____/____/_____		
Comment:			
Signature:		Date:	

NOTE – This sheet is to be attached to the submitted assignment.