

MORTLAKE COLLEGE

EXTENSION OF TIME TO COMPLETE ASSIGNMENT POLICY

If, for any reason, a student cannot hand in all assignments/outcomes by the due dates, and before the end of the semester, then they may be granted an extension of time provided strict procedures are followed:

- (i) The student must apply in writing, on the appropriate form, to the VCE Coordinator stating reasons for requesting an extension.
- (ii) The application must be submitted before the last day of the semester.
- (iii) There will be a time limit of one week for any extension.
- (iv) The maximum number of pieces of work that can be included for extension will be six. These pieces can be spread over any number of subjects. The pieces of work to be included will be decided after consultation with the VCE Coordinator, the teacher(s) involved and the student.

Note: Each application will be considered individually. Any appeals regarding extension of time shall be taken to the principal. Note: Application forms are also available from the VCE Coordinator.

To be read before submitting application for extension of time:

If for any reason a student cannot hand in all work requirements by the due dates then they may be granted an extension of time provided strict procedures are followed:

- The student must apply in writing to the V.C.E. Coordinator stating the reasons for requiring an extension (see below).
- The application must be submitted before the due date, unless exceptional circumstances warrant a reconsideration.
- There will be a time limit of one week for any extension

**Mortlake Secondary College
Application for an Extension of Time**

I _____, have read the conditions and do hereby apply for an extension of time to complete the following:

Subject(s)	Piece(s) of Work
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

My reasons for requiring this extension are as set out below:

Additional Comments:

Signed: _____ **Submission Date:** ____/____/200__