



STUDENT APPLICATION FOR EXTENSION/EXEMPTION

EXTENSION: More time given for a take home item, without penalty **or** in-class test, within one week of the class completion.

EXEMPTION: In-class instrument more than one week after class completion, without penalty.

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Name: _____

Form: _____

Subject: _____

Teacher: _____

Due Date: _____

Application Type: Extension Exemption (Please Tick)

Have you previously applied for an Extension/Exemption this year? Yes No

(Note: Failure to disclose could result in your Application being **rejected**.)

If Yes: Which Subject/s and why? _____

Reason for current Extension/Exemption Application: _____

Please attach:

- Note from your parents, outlining their support for your Application
- Doctor's Certificate, if pursuing medical grounds
- Assignment Draft, with Criteria Sheet, at this point in time (if applicable).

At least **one** of the following Comment sections must be filled in:

Classroom Teacher Comment

Head of Department / Subject Co-ordinator Comment

Suggested New Due Date (if applicable): _____

Approved Not / Approved _____ Office Use Only

Administrator

Date

- Student file
- Copy to teacher and student.