Student Extension Request

Form

This form is to be used by students requesting either:

- **Assessment Task Extension** (additional time to complete an assessment task); or
- **Unit Extension** (additional time required to complete a unit beyond the current unit end date).

Submission of this form does not automatically result in an approved extension. Each request will be considered on its individual merits and circumstances.

IMPORTANT INFORMATION:

After your request has been received, a TAFE Queensland staff member will contact you if supporting documentation or further information is required. Please **do not** attach or supply supporting documentation with this form unless requested to do so.

SECTION 1: STUDENT DETAILS

Student Name:		**Student Number:**	
Phone Number:		**Email address:**	
Qualification Code and Name:			
Educator Name (if known)**:**			

Please indicate whether this request relates to any of the following:

☐ Apprentice or Trainee	☐ International student	☐ None of the above
☐ Student undertaking placement	☐ Elite athlete	

SECTION 2: EXTENSION REQUEST TYPE

Select one request type and complete the relevant details below.

☐ **Assessment Task Extension** Use this option where additional time is required to complete or participate in a specific assessment task.

Decisions will be made proportionately, based on the individual circumstances under which the request is made and any impacts on assessment, progression or completion requirements. Assessment task extensions of between 1 and 10 business days may be approved at Educator level where the request is short term, low risk and does not affect broader delivery, completion or compliance requirements.

Unit Code:		**Unit Name:**	
Assessment Task Number:		**Assessment Task Name:**	
Original Assessment Due Date:		**Requested Extension Date:**	

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☐ **Unit Extension** Use this option where additional time is required to complete the requirements of a unit beyond the current unit end date.			
Unit extension requests may require consideration of the student's progression, placement requirements, apprenticeship or traineeship arrangements, expected completion date, and any operational or compliance impacts.			
Unit Code:		**Unit Name:**	
Current Unit End Date:		**Requested Revised Unit End Date:**	

SECTION 3: REASON FOR REQUEST

Relevant Circumstances: Please select all that apply	
☐ Illness or injury	☐ Religious obligations
☐ Bereavement	☐ Employment or workplace commitments
☐ Personal or family circumstances	☐ Elite athlete commitments
☐ Caring responsibilities	☐ Disability, impairment or health condition
☐ Cultural obligations, including Sorry Business	☐ Emergency circumstance outside my control
☐ Other, please specify:	
Please briefly describe the circumstances supporting your request and how they have affected your ability to complete the assessment task or unit requirements within the required timeframe. **Do not include sensitive personal information, medical details, or other private information unless specifically requested by TAFE Queensland.**	

Student Declaration

I declare that:

- the information provided in this request is true and correct;
- I understand that submitting this form does not guarantee approval;
- I understand that TAFE Queensland may contact me for further information or supporting documentation;
- I have not attached supporting documentation unless requested by TAFE Queensland;
- I understand that, unless advised otherwise, the original assessment due date or unit end date continues to apply until I am notified that my request has been approved; and
- if my request is approved, I agree to comply with the revised date and any conditions applied to the extension.

Student Signature:		**Date:**	

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Parent / Guardian Details (to be completed where the student is under 18 years of age)			
Parent / Guardian Name:			
Signature:		**Date:**	

Privacy Collection Notice:

TAFE Queensland is collecting your personal information on this form for the purposes of assessing, determining and managing your request for an assessment task extension or unit extension, including contacting you about your request and recording and communicating the outcome.

In accordance with the Information Privacy Act 2009 (Qld), your personal information will only be accessed by staff employed by or on behalf of TAFE Queensland for these purposes. Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission, as otherwise outlined in the TAFE Queensland Privacy Policy, or where disclosure is permitted or required by law.

Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way the information has been collected, used, stored or disclosed, please contact the TAFE Queensland Privacy Officer at privacy@tafeqld.edu.au.

SECTION 4: TAFE QUEENSLAND ASSESSMENT AND OUTCOME

Decision Maker Position			
☐ Educator	☐ Educational Manager	☐ Faculty Manager	☐ Director of Faculty

Decision			
☐ Approved	☐ Refused	☐ Escalated to next approval level	☐ Further information or supporting documentation required

Approved Extension details	
Assessment task extension date:	
Revised unit end date:	

Conditions or Actions Associated with Decision: select all that apply	
☐ Academic Progression Plan required	☐ Employer consulted
☐ Revised assessment or completion arrangements agreed	☐ DTET consulted (apprentices/trainees)
☐ Placement coordinator consulted	☐ International student implications considered
☐ Placement provider consulted	☐ Student support referral recommended
☐ Other (please specify):	

Decision Rationale

Record the reasons for the decision, including relevant circumstances, identified impacts, conditions and any information or supporting documentation considered. Record only information necessary to support the decision. Sensitive personal information and medical details should not be recorded unless directly relevant to the decision.

Approver's Name:	

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Signature:		**Date:**	
Student Notification			
Date student notified:			
Method of notification			
☐ Email	☐ Phone	☐ In person	☐ Other:
Outcome and approved extension date or revised unit end date recorded in the relevant system:		☐ Yes	☐ Not applicable

Once the request has been finalised and the student notified, this form (and any supporting documentation) must be uploaded to the individual student's SMS profile using the document type 'Extension Request'.

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