



JOHN CALVIN SCHOOL
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Assignment Extension Application

Introduction

- Students are notified of assignment details well in advance and extensions therefore will not be granted without a very good reason.
- We accept that at times exceptional circumstances occur. These will be duly considered and where appropriate accommodated.
- Applications made on the grounds of workload, external commitments, crashed computers, etc. will not be approved.

Procedure

- Complete and submit an application for extension form to the relevant subject teacher at least three days before the due date of the assignment. Doctor's certificates or other supporting documentation must be included with your application form.
- If your application for an extension is successful, please attach this form and submit your assignment to the teacher by the new submission date.

Late Submissions

- Where work is submitted without an extension after the due date, teachers may, at their discretion, choose to:
 - Impose a penalty of 5% of the maximum mark for each day the work is late (where work is less than a week overdue);
 - Award a mark of 50% only (where work is more than a week overdue);
 - Not mark the work (where work is more than a week overdue).

Subject: _____
Student's name: _____
Name of teacher: _____
Assignment details: _____
Due Date of Assignment: _____

Reason for Application: _____

Signed (parent): _____ Signed (applicant) _____

For teacher's use only

An extension is granted: yes/no
New submission date is: _____
Signed (teacher): _____