

All extension dates MUST be submitted AT LEAST 5 BUSINESS DAYS PRIOR to the assessment due date.

Details about assessment extensions can be found in the Assessment Policy which is available on the Navitas Professional Careers & Internships website at [navitas-internships.com/apply/policy-documents/](http://navitas-internships.com/apply/policy-documents/).

### Personal details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other:
Family name:
Given names:
Student ID:
Mobile:
Email:

### Program details

<input type="checkbox"/> Professional Year Program	<input type="checkbox"/> Professional Internship Program
<input type="checkbox"/> Career Experience Program	<input type="checkbox"/> Study to Work
Intake date:	
Trainer's name:	

### Extension details

Please specify the details of the topic/assessment you require an extension for (note: maximum extension is 14 calendar days) and reason for your request:

Submission due date:
Topic:
Assessment title:
New submission date:
Reason for extension:

### Acknowledgement

All of the information provided is true and correct to the best of my knowledge.

<b>Student's signature:</b>
Date:

<b>Trainer's signature:</b>
Date:

### Please email the completed application to:

Navitas Professional Careers & Internships

**Adelaide:**

adelaideadmin@navitas-internships.com

**Brisbane:**

brisbaneadmin@navitas-internships.com

**Darwin:**

darwinadmin@navitas-internships.com

**Hobart:**

hobartadmin@navitas-internships.com

**Melbourne:**

melbourneadmin@navitas-internships.com

**Perth:**

perthadmin@navitas-internships.com

**Sydney:**

sydneyadmin@navitas-internships.com

T: 1300 728 966

E: [navitas-internships.com](mailto:navitas-internships.com)

### OFFICE USE ONLY

Application outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> First request for extension
Participant notified:
New submission due date:
Signed: