

All extension requests are to be submitted into this drop box electronically using the [Application for Extension of time for an Assignment \(EX\) form](#) prior to the due date of the Assessment.

Under the ACU Assessments policy extensions may be made in cases of **disability, long and short term illness, chronic and temporary illness or other major disruptions** to study which affect a student's ability to submit an assessment task.

These provisions may include extension of submission date.

Applications for extensions must be made using the prescribed form and include any required supporting evidence in accordance with the Assessment Procedures.

If your EIP contains provisions for extensions you must follow the standard university procedure to apply for an extension. If your reason for seeking an extension is unrelated to the condition identified in your EIP, you may be required to provide evidence of your circumstances. Extensions are granted at your lecturer's discretion.

If your application for extension submission does not include the required supporting documentary evidence of the medical, compassionate or extenuating circumstances on which the application is based, it is likely to be rejected by your lecturer.

Students will be notified of the outcome of their application via the extension submission LEO notification.

Students must **NOT** submit their assignment to this drop box.