**Suggested response for approved EX application:**

Dear (student name),

Your request for an extension of time to submit assessment task one for (Insert unit code here) has been approved.

Your assignment is now due: (insert new due date)

Please submit your assignment to the drop boxed titled: 'Late Submissions & Approved Extensions' located in the Melbourne section of the NRSG366 site Leo on the date above.

Regards,

 Lecturer in Charge

**Suggested response for approved EX applications**

Dear (student name),

Your request for an extension of time to submit assessment task one for (Insert unit code here) has not been granted on this occasion due to:

Regards,

Lecturer in Charge