**Suggested response for approved EX application:**

Dear (student name),

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

Your assignment is now due on: (insert new due date and time)

Please submit your assignment to the drop boxed titled: ('Late Submissions & Approved Extensions' or however you as LIC manage Late Submissions).

Regards,

 Lecturer in Charge

**Suggested response for non-approved EX applications**

Dear (student name),

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

Regards,

Lecturer in Charge