Application for Extension of Assessment Deadline

Information for applicants
1. Applications must be made in writing and no less than 3 working days before the original due date despite unforeseen situation.
2. Extensions are granted at the discretion of the Programme Administrator. Students are encouraged to provide documentary evidence to support their applications, for example, medical certificate on a statutory declaration.
3. Please return this form to the UWS collection box / service counters at 5/F DLB or 8/F SCE Tower / by fax to 3411 5502 or 3411 2797. Students will be notified by phone of the result of this application.
4. Please refer to the Course Handbook for further details.

Please complete the following details:

Course:  
- Bachelor of Health Science (Nursing)  
- Master / Graduate Diploma in Nursing  
- Master / Graduate Diploma in Primary Health Care

Name: ______________________________________(English) ________________________ (Chinese)

Student Number: ______________________ External Reference Number: ______________________________

Daytime Contact Number: _____________________________________________________________________________

Unit Code and Name: _____________________________________________________________________________

Assessment Number: ______________________

Original Due Date: ______________________ Requested Date of Submission: _____________________________

Reason(s): _____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Document(s) attached:  ❑ Yes  ❑ No

Signature: ____________________________________  Date: ___________________________________

FOR OFFICE USE ONLY

❑ Approved until __________/________/______________  ❑ Not approved

Signature: __________________________________________________________(_________/________/_________)

Remarks: _____________________________________________________________________________________

_____________________________________________________________________________________________

Notified student and record updated by: __________________________________(_________/________/_________)

Forms / extension of assessment deadline / 20040322