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# Registered Nurse Post Graduate

# Extension Application Form Guidelines

* Extensions will be granted at the discretion of the Stream coordinator and Post Graduate Co-Ordinator.
* Requests for extension are required at least **three days** prior to the due date, last minute requests will not be granted and a late penalty will be applied.
* Submit your application even if you don’t have the necessary supporting documents.
* After submitting, you have up to five working days to provide your supporting documents

*Acceptable reasons for an extension are:*

* **Medical or mental health grounds (medical certificate will be required)**

*e.g. hospitalisation, serious injury or chronic illness. Note: Temporary minor ailments such as headaches, colds and minor gastric upsets are not serious medical conditions and are unlikely to be accepted. However, serious cases of these may be considered.*

* **Compassionate** *e.g. death of close family member, significant family and relationship problems*
* **Hardship/Trauma** *e.g. sudden loss or gain of employment, severe disruption to domestic arrangements, victim of crime.*
* **Unforeseen work commitments**, *e.g. work not part of usual duties, or that is unexpected or unavoidable*

*The following circumstances are unacceptable grounds for extensions:*

* Other assignments due on or about the due date
* Foreseeable work commitment (including night duty)



# Registered Nurse Post Graduate

# Extension Application Form

When completed save and send to svhm.educationandlearning@svha.org.au

|  |
| --- |
|  Student’s name: **Click here to enter text.** |
|  Date of application: **Click here to enter a date.** |
|  Due date of Assessment Task: **Click here to enter a date.** |
|  Postgrad Stream: **Choose an item.** |
|  Stream Educator: **Click here to enter text.** |
|  Reason for extension: **Click here to enter text.** |

An email confirmation of the receipt of this submission will be returned to the student and if the extension is approved the student is required to attach a copy of the approved email to the assessment task prior to its submission.