



# International College of Advanced Education

International Student Policy and Procedure Document

CRICOS Provider: 02864B

## Coursework Extension Request Form

**Instructions:**

1. This form is for any student enrolled in a CRICOS registered course who wants to request an extension for an assessment due date.
2. This form should be completed in full and returned with supporting documentation to [info@icae.edu.au](mailto:info@icae.edu.au). Incomplete forms will not be accepted.

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Course Start Date:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**I would like an academic transcript for all results between the following dates:**

**Start Date Due:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Reason for requesting a coursework extension (please attach supporting evidence):**

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I hereby confirm that this form is complete and correct, I have reviewed ICAE’s Policy and Procedure Handbook and that all information provided in this application is truthful.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office use only:

Extension approved: YES NO Staff Name: \_\_\_\_\_ Student Account Updated: \_\_\_\_\_

Comments: \_\_\_\_\_

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