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| **Te Kaupeka Ako | Faculty of Education**  Application for Extension to Timeframe to Complete |

**IMPORTANT NOTES**

This form is to be completed by students seeking an extension to the timeframe to complete their qualification, outside the specified timeframe in the qualification regulations.

**SECTION A: Student to complete**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Full name:** |  | | | | | |
| **Student ID:** |  | | | | | |
| **Email address:** |  | | **Phone number:** | | |  |
| **Qualification:** |  | | | | | |
| **Extension period sought:**  Identify the amount of time required to complete your study | | | | | | |
|  | | | | | | |
| **Reason(s) for a timeframe extension:**  You may wish to attach supporting documentation, e.g., medical certificate, letter of employer, transcript. | | | | | | |
|  | | | | | | |
| **Student signature:** | |  | | **Date:** |  | |

**Students: once you have completed Section A, email the form to your relevant programme coordinator.**

**SECTION B: Programme Coordinator or Delegate to complete**

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| --- | --- | --- | --- |
| **Programme Coordinator/Delegate name:** |  | | |
| Comments (if required): | | | | |
| **Approved/Declined:** | Approved  Declined | | | |
| **Signature:** |  | **Date:** |  | |

**Programme Coordinator: once you have completed Section B, email the form to educationadvice@canterbury.ac.nz**

**SECTION C: Associate Dean Academic or Delegate to complete**

|  |  |  |  |
| --- | --- | --- | --- |
| **Associate Dean Academic/Delegate name:** |  | | |
| **Decision:** | Approved  Declined  Further information required | | |
| Comments (if required): | | | |
| **Signature:** |  | **Date:** |  |

**SECTION D: Administration Checklist**

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| --- | --- |
| **Deans’ resolution:** | The application of (Student and UC ID) for an extension to the timeframe to complete the (insert qualification here) until (insert date here) has been approved/declined, Dean, Date. |
| **Additional notes or conditions** | Add to notes on Jade if required |
| **Email to student** | Advise student of the outcome and any key dates etc they need to be aware of |