



**APPLICATION FOR AN EXTENSION TO COMPLETE INTERNSHIP/INDUSTRY EXPERIENCE**

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Course: \_\_\_\_\_

Subject name: \_\_\_\_\_

Subject Code: \_\_\_\_\_ Original due date: \_\_\_\_\_

Lecturer: \_\_\_\_\_

Reason(s) for extension (you must attach supporting letter for Provost approval):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Extended due date:** \_\_\_\_\_

Please submit this form to Registrar on Level 18 for recording. The original form must be submitted with a letter to the Provost

*International students must be aware that under the National Code 2007, extensions can only be granted on:*

- 1. compassionate or compelling circumstances*
- 2. If the student was unable to finish on set time due to failure of subjects*
- 3. If the student has deferred or suspended their studies under section 13 of the National Code 2007*

**Provost Approves:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Internship Coordinator Approves:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Re-allocation of subject (semester)** \_\_\_\_\_

*For Office Use Only*

Student Services updated database (if applicable)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar updated PRISMS (if applicable)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Result processed by Internship Coordinator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_