



## Course Extension Extraordinary Circumstances Form

If you require an extension for extraordinary circumstances, you must complete this form and email to [info@professionaliq.co.nz](mailto:info@professionaliq.co.nz).

The reasons for applying for a course extension must be classified under one of the following categories:

- Medical** To cover conditions of a serious nature e.g. hospitalisation, serious injury or serious illness
- Bereavement** e.g. death of a close family member.
- Trauma** e.g. sudden loss of employment, severe disruption to domestic arrangements, victim of crime.

Please attach any supporting evidence for the reasons for your application. All applications for a course extension must be accompanied by detailed documentation from a recognised authority, including professionals registered with a professional body (such as social workers, medical practitioners, lawyers and psychologists), death notices or certificates, and police reports.

### Personal Details

Student Name	
Contact Number	
Email Address	
Date	

### Course Details

Course Name	
Assessor Name	

### Reason for Extension

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**Office Use Only**

Approved

Date

Name

Signature