Department of Geography  
Royal Holloway, University of London

Agreed Deferred Deadline  
For Submission of Assessed Coursework

This form should be completed by the student concerned and submitted to ‘GGdeferralRequests@rhul.ac.uk’ for authorisation, prior to the original coursework deadline.

Documentary evidence should be attached to the same email as the form, or if not available in electronic form, handed to the department office. If documentary evidence is not available at the time of the request, any extension issued will be conditional on such information being received. This means that, should appropriate evidence not be submitted, despite a deferral having been granted on condition of receiving evidence, the work will be liable for a late submission penalty. If you are unsure as to what is acceptable documentary evidence please consult the Royal Holloway ‘extenuating circumstances – guidance for students’ document available at: https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/extenuatingcircumstances.aspx

Name of Student:

Course Code/Title:

Reason for deferral request:

Evidence supplied:

For department Use (Delete as appropriate):

☐ This is to record that the above named student has not been granted and extension for this course

☐ This is to record that the above named student has been given an extension of:
The agreed deadline for submission of the assessed work is now ........................................................................................................................................ at 12:15pm.

Signed ........................................................................................................................

Date .........................................................................................................................

Coursework received on ......................................................................................... @ .........................................../............

Date TIME

Confirmation that adequate supporting evidence received: ..............................................................

Signed ........................................................................................................................

For Departmental Office