**Royal Holloway, University of London**

**Department of History**

Extension Application Form

Please be aware that to request an extension to a deadline is **no guarantee** that an extension will be granted. Extensions to deadlines for coursework or essays will under no circumstances be granted unless this form is completed fully and correctly. **Please note that only the First Year Tutor or Deputy First Year Tutor can authorise any extension.**

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s Name  |  |  Date |  |
| Student’s ID Number  |  |
| Personal Advisor’s Name |  |
| Educational Support Office Registration Number (if applicable) |  |

Extension/s requested

|  |  |  |  |
| --- | --- | --- | --- |
| Seminar Tutor | Course Code(e.g. HS1002) | Course Title | Original Deadline Date (dd/mm/yy) |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |

Details of the relevant assignment and reason for request:

Supporting documentation (Give details of documentation to be handed in to the Department Office in MC315):

**For completion by the First Year Tutor or Deputy First Year Tutor**

|  |  |  |
| --- | --- | --- |
| **Request agreed / denied** (delete as applicable) | Extension granted until (date) |  |

Signature: .......................................................... Date: .............................