

EXTENSION REQUEST

If a deadline cannot be met due to unforeseeable circumstances, the student must complete and file an extension request form in person with the Office of Ministry Studies no later than two days before the deadline. If an extension is granted, the negotiated due date must be met.

Name: _____ Date: _____

Site Name: _____

Document for which request is made :

- _____ Placement Contract
- _____ Learning Agreement
- _____ Mid Year Evaluation
- _____ Final Evaluation
- _____ Student Initiated Placement Application*

Official Due Date: _____

Extension requested until: _____

***Please note:** Extensions are not granted for Student Initiated International Placement Applications.

Reason for requesting extension: