SMa Institute of Higher Learning
(formerly known as SMa School of Management)
2 Bukit Merah Central #11-00 SPRING Singapore Building Singapore 159835

REQUEST EXTENSION OF ASSIGNMENT DEADLINE

Please complete the form & submit it to our Student Services Office

SECTION A		
Student's Name (as in NRIC / Student Pass):		Student ID No.:
Course:	Contact No.:	Email Address:

This Request For:	
Module/Unit:	Name of Lecturer:
Assignment/Project Topic:	Deadline for Submission:
Group Members (for Group Submission): (include Full Name & Student ID No.)	Nature of Assignment/Project: ❑ Individual ❑ Group ← If Group, please provide members info.

SECTION B

Reason for Request:

❑ NS In-Camp Training ❑ Overseas Posting ❑ Compassionate Reason ❑ Medical Reason (attach MC)
❑ Others (please specify):

Supporting Document/s Attached:

I understand that (a) this request will be considered solely on the basis of the information above and the documents provided, (b) the result of this request is final, and that (c) I agreed to bear all consequences resulting from my request for extension of assignment deadline for the above mentioned module/unit.

I understand that the request is not automatically granted and it is my responsibility to follow up with SMa IHL on the status of the request. Please process this(my) request.

I am aware that no further extension will be granted for this assignment, and if I failed to submit the assignment as scheduled, I will fail this assessment component.

Student's Signature: Date:

FOR OFFICIAL USE ONLY

SECTION B		
Request Received & Verified By: (Name & Signature)	Deferment Approved By: (Name & Signature)	Deadline Extended Till: (Date)
Remarks (if any):		

Please return this Form to the Student Services for filing when process is completed