

Extension to Course Policy and Procedure

Rotunda Ltd policy and process on late submission and the handling of extension requests, is outlined within this policy.

Process:

- You should submit your extension request in advance of the deadline if at all possible.
- Applications for extensions must be made via email to your course teacher.
- Requests will be acknowledged, and in most cases a decision will be made, within 2 working days, by the Education Programme Manager. If you submit your request 5 or more days before the deadline, you can expect to receive a decision before the deadline. If you submit your request after this, you may not receive a decision until after the deadline. You should continue to work towards the original deadline until notified otherwise.
- Extensions are only approved for acute circumstances, which means illness or other urgent cause that is unforeseeable, unavoidable and/or insurmountable.
- Evidence may be required to support your request for a long term extension. Evidence can be emailed to your course teacher.
- Please be aware that difficulties experienced in submitting work electronically such as failure of hardware, failure of internet connection, failure of software, and lost or stolen files is not a valid reason for an extension, as hard copies can be submitted via your course teacher.
- Extensions cannot not be used to compensate for a lack of reasonable planning or other foreseeable demands on your time, or as an opportunity to take extra time to improve work. Remember to build in some contingency time to allow for any last-minute problems.
- If you feel that you require lengthy extensions or other adjustments due to a disability, chronic ill health or complex personal circumstances, in the first instance you should discuss your circumstances with your teacher and they will seek appropriate support for you from either our Welfare or Counselling team.

Penalties for late coursework

- If coursework is not submitted within the designated extension time frame we cannot guarantee continued teacher support.
- Where an extension is not granted or work is submitted late without an extension request being made, there might be a delay in you receiving your certificate.



Appeals

If you are dissatisfied with the outcome of your extension request, you may appeal to the CEO within 14 days of receiving the outcome.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	09/04/2024	Annual	10/04/2025	