

## Assignment Extension Form

Please email your completed form to [education@faaa.au](mailto:education@faaa.au)

FAAA Member ID:	Unit of Study & Semester:
First Name:	Surname:
Email:	Phone:

**Extension requests will be accepted up to COB the day before the assignment is due. Please see the [program dates](#) for assignment due dates.**

I wish to apply for an extension on the following grounds (please tick):

- Medical
  Compassionate
  Hardship
  Trauma
  Other

You must provide a medical certificate if the request for an extension is based on medical grounds. The following supporting documentation is attached to support your assignment request (please tick):

- Medical certificate
  Death certificate
  Statutory declaration

Extensions will NOT be granted for the following reasons:

- Medical
- Business trips
- Holiday
- Computer/laptop issues
- Compassionate
- Minor medical ailments
- Moving homes
- Misreading due dates
- Internet access issues
- Employment relocation

Please note:

- Your assignment extension will not be granted if you do not supply supporting documentation.
- An extension approved for an assignment does not mean you can move your exam. The exam date is fixed.
- The one-week late submission policy does not apply to an approved assignment extension. If your request for an extension is approved, the new due date will be your final submission date.

**Your request will be reviewed, and a response will be provided within one business day of your request. Until a response is received, you are to continue working towards completing and submitting your assignment by the published due date.**

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**PRIVACY**

The FAAA is committed to ensure the personal information of all members are collected, used, handled, stored and disclosed in compliance with the Privacy Act 1988 (Cth) (Privacy Act) and the Australian Privacy Principles (APPs). The FAAA's Privacy Statement (also referred to as Privacy Policy) (available online at <http://faaa.au/about/privacy>, or upon request) outlines the way in which the FAAA will comply with the obligations under the Privacy Act, including an outline on the kind of personal information that will be collected and held, how personal information is collected and held, the purpose of the collection of personal information, how an individual can access personal information and the way in which the FAAA will store and disclose personal information. In the course of FAAA activities, the FAAA collects and holds personal information. Please be aware that the main purposes for collecting that personal information include those set out in FAAA's Privacy Statement. Please ensure that you read this Privacy Statement prior to completing this form.

**DECLARATION**

I hereby declare that the statements in this application are complete and true.

I acknowledge that I have read and understood the FAAA Privacy Statement/Privacy Policy, as amended from time to time. I consent to the collection, use and disclosure of any information provided in this form and otherwise held or acquired by FAAA in accordance with and for the purposes outlined in the Student Privacy Statement contained within the CFP® Certification Program Handbook. I have read and agree to all the policies, procedures, and rules as outlined in the CFP® Certification Program Handbook as well as those on the FAAA website at [www.faaa.au/about/privacy](http://www.faaa.au/about/privacy).

Your signature:

Date:

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