



sallydurant
aesthetic education & training

COURSEWORK COMPLETION AND SUBMISSION POLICY

This policy is to be implemented by Course Tutors, monitored by the Education Director and all deviations from this policy reported to SD.

- All students must adhere to their Course Completion Schedule and submit their work on or before the agreed due date.
- Students may request extensions for their work submission but this must be reflected in the overall Course Completion Schedule.
- Failure to submit work on time without prior arrangement will result in a Pass Only mark
- A subsequent submission date can be arranged but as above this extension must be reflected in the overall Course Completion Schedule.
- Final course work will be accepted 4 weeks prior to an exam schedule. Please refer to **The Extenuating Circumstances Policy**
- **At no time** will a backlog of coursework be accepted without an extension of the Course Completion Schedule

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Coursework Completion and Submission Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____