

RE-ASSESSMENT FORM

Re-assessment Fee is \$200 per unit or subject. Please note that there is **no refund** provided for re-assessment fees.

STUDENT DETAILS:

First Name:		Family Name:	
Student ID:		Contact Number:	
Address:			
Email Address:			
Course Name:		Group Name:	

Student Signature: _____ Date: ____ / ____ / ____

TO BE COMPLETED BY ADMIN:

Unit Name	Unit Code	Assessment Task/s

TO BE COMPLETED BY ACADEMIC MANAGER:

Assessor Name	Assessment Date
	/ /

Re-assessment approved by Academic Manager	<input type="radio"/> Approved	<input type="radio"/> Not Approved
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Academic Manager Signature: _____ Date: ____ / ____ / ____

TO BE COMPLETED BY FINANCE:

Payment approved by Finance Officer	<input type="radio"/> Approved	<input type="radio"/> Not Approved
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Reassessment fee paid - \$200 per unit of subject			
Number of unit/s:		Total payment received:	AUD\$

Finance Office Signature: _____ Date: ____ / ____ / ____

The copy of this form must be kept in the student file for future reference