AUSTRALIA INTERNATIONAL CONSTRUCTION COLLEGE

RTO NUMBER 46035 | CRICOS CODE 04150J

T: +61 (2) 8542 0459
E: info@aicc.edu.au
www.aicc.edu.au

Campus:
L4, 11-15 Deane Street
Burwood, NSW 2134

RE-ASSESSMENT REQUEST FORM

This form must be completed by students who have submitted their assessment by the due date and the outcome was NS or NYC. Please submit the completed form to the **Course Coordinator**. A non-refundable re-assessment fee will be charged as follows.

- **Reassessments (Late Submission/Unit)** **$50 per Unit**
- **Unit Re-sit Fees (for student to re-sit a whole unit of competency)** **$300 per Unit**

Re-assessment results are made available 10 working days after the submission being received. If students require fast processing, a $50 per unit fee is payable.

STUDENT DETAILS:

First Name:		Family Name:	
Student ID:		Contact Number:	
Email:		Date:	

ACADEMIC DEPARTMENT USE ONLY				
Course Name:	**Subject:**	**Assessor:**	**Re-assessment Due Date:**	**Re-assessment Fee**
Re-assessment approved by Course Coordinator			**Total Re-assessment fee:**	
Signature:		**Date:** / /		

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FINANCE DEPARTMENT USE ONLY					
Total Reassessment Fee:		Received by:		Date:	

STUDENT DECLARATION:			
I have read the Reassessment policy and understand it. I am aware of the academic and financial consequences of the above request and have sought appropriate advice on these matters. I understand and agree to be bound by the Institution's policies and deadlines. I declare that the information I have given on this application is correct and understand that by knowingly making false or misleading statements that I may be liable for prosecution. I also authorize Australia International Construction College to gather and obtain any necessary information pertaining to this application.			
Student Signature:		Date:	

RE-ASSESSMENT OUTCOME:				
Assessment Date	**Unit Code**	**Result**	**Comments**	**Upload to RTO *(tick √)***
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Officer Signature:			**Date:**	

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