

Re-Submit Form

Section 1 – Client Details

Student:		Date:	/ /
Student No:		Mobile:	
Email:			
Course:		Course Start Date:	/ /

Units of Competency

Unit Code	Unit Description

Section 2 – Re-Submit Details Tick Appropriate Attempt and Result

1 st Submission	Done			
2 nd Re-Submit	C	NYC	Student feedback given and how:	
3 rd Re-Submit (\$50.00 fee)	C	NYC	Student feedback given and how:	
Amount Paid:		Finance Manager Signature:		

Section 3 Referred to Academic Manager: Please Tick Appropriate Action

Academic Manager Decision for student after 3 attempts	Re-enroll in Unit (cost of Unit)		Catch up class (Fee \$500)	
Academic Manager reviewed training and assessment style:			YES	NO
Academic Manager reviewed any attempts of reasonable adjustment for student:			YES	NO
Comments				
Signature		Date:	/ /	

Section 3 – Finance Manager

Fees Paid:	Yes	Amount Paid:		Payment plan entered into:	
Signature:					