

Late Assessment Submission Penalty Form

Please refer to TACIS Assessment Policy and Procedure for further information available via www.tacis.edu.au.

| Student Details | | | |
|--|----------------------------------|--------------|----|
| Student Name: | | Student ID: | |
| Course Name: | | | |
| Contact Details in Australia | | | |
| Address | | | |
| Email Address: | | Phone No: | |
| Assessment submission penalty details | | | |
| | | | |
| Student Declaration: I hereby declare that all the information and documents provided are true and genuine. I understand the late assessment submission penalty is non-refundable. | | | |
| Student's Signature: | | Date: | |
| For Office Use Only | | | |
| Received by: | <i>TACIS Officer's Signature</i> | Date: | |
| Followed by: | <i>TACIS Officer's Signature</i> | Date: | |
| Actions recommended by the Course Coordinator or his representative? | | Yes | No |
| Actions and Reasons | | | |
| Was the student notified of the outcome by letter or e-mail? | | Yes | No |
| Have the documents been filed in the student's academic folder? | | Yes | No |
| Actioned and filed by | <i>TACIS Officer's Signature</i> | Date | |
| Comments (if applicable) | | | |