


**ASSESSMENT NO-SHOW FORM**

STUDENT DETAILS		
<b>Student ID</b>		
<b>Student Name</b>		
<b>Course</b>		
ASSESSMENT DETAILS		
<b>Unit/s to be assessed</b>	<b>Fee</b>	<b>New assessment date</b>
<b>Total Fee</b>		
DECLARATION		
I confirm that the information above is correct and the student is subject to assessment of the above units because of his/her absence in actual assessment dates.  <b>Trainer Name:</b>  <b>Signature:</b>  <b>Date:</b>	I declare that I understand the conditions of assessment and that I am subject to assessment of the above units and fees because of my absence in actual assessment dates.  <b>Student Name:</b>  <b>Signature:</b>  <b>Date:</b>	
CONDITIONS		
<ul style="list-style-type: none"> <li>- Students must attend on designated assessment days allocated by trainers at the commencement of a subject unit. Student attendance on these assessment days is compulsory.</li> <li>- Additional assessment days will be arranged for students who do not attend on assessment days. The date(s) of these additional assessment days will be notified to students in advance. These additional assessment days are the final opportunity for students to complete their assessments.</li> <li>- An 'assessment no-show' fee of \$150 must be paid for each unit assessment that a student has missed due to non-attendance on schedule assessment day(s).</li> <li>- Students agree that they will join the additional assessment day(s). Students will be notified of the dates of these additional assessment days. Attendance is compulsory.</li> <li>- Failure to attend the organized assessment session might result in an extension of CoE and/or further fees unless compassionate or compelling circumstances apply.</li> <li>- Australian International College reserves the right to change the assessment dates with or without prior notice.</li> </ul>		
OFFICE USE ONLY		
<b>Received by:</b>		<b>Received date:</b> /    /
<b>Fees Paid</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>By:</b>	<b>Signature:</b>
<b>Has the student been informed of the new assessment date?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>By:</b>		
<b>Comments:</b>		