



# SYDNEY BUSINESS & DEVELOPMENT INSTITUTE

## REASSESSMENT FORM

Re-assessment Fee is \$100 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:			

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 ADMIN/FINANCE:

Payment approved by Finance Officer	<input type="radio"/> Approved	<input type="radio"/> Not Approved
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Re-assessment fee paid - \$100 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**

