

## Sydney Institute of Interpreting and Translating

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## Late Assessment Submission Penalty Form

Please refer to SIIT Assessment Policy and Procedure for further information available via <u>www.siit.nsw.edu.au</u>.

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 Signatu	ıre:	Date:				
For Office Use Only						
Received by:	(SIIT Officer's Signature)					Date:
Followed by:	(SIIT Officer's Signature)					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			(SIIT Officer's Signature)			Date
Comments (if applicable)						