

## **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 www.siit.nsw.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:	(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	tions 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)							