Sydney City College of Management Pty Ltd (SCCM)
ABN: 89 606 547 611, CRICOS Provider: 03620C, RTO: 45203
Address: Level 2, 17 Macquarie Street, Parramatta, NSW 2150
Telephone: +61 2 8872 0435
Website: www.sccm.edu.au

SYDNEY CITY COLLEGE OF MANAGEMENT
RTO CODE: 45203 | CRICOS PROVIDER CODE: 03620C

Re-assessment & Re-delivery Request Form

This form is to be completed by the student when requesting a re-assessment, re-delivery of practical class or redelivery of unit. Please complete all fields and submit this form to Student Servies or email via studentsupport@sccm.edu.au.

- A fee of $100 per assessment task applies for re-assessment (unless exempted).
- A fee of $300 per class applies for practical class re-delivery (unless exempted).
- A fee of $300 per assessment task applies for practical re-assessment (unless exempted).
- A fee of $400 per unit applies for re-delivery of unit (unless exempted).

Student Name	
Student ID	
Course Name & Code	
Contact Number	
Email	

Request Type of Re-assessment (Tick one)

☐ **Re-assessment of Theoretical Assessment** ☐ **Re-assessment of Practical Assessment**

Unit Code	Unit Title	Assessment Task

Request Type of Re-delivery (Tick one)

☐ **Re-delivery of Unit** ☐ **Re-delivery of Practical Class**

Unit Code	Unit Title	Date of Absent

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Reason for the request *(please write your reason below)*			
Evidence Attached	☐ **Yes**	☐ **No**	
Student Declaration			
☐ I declare that the information provided in this form is true and correct. ☐ I am aware of the applicable fees ($100 per re-assessment task / $300 per practical class / $300 practical re-assessment / $400 re-delivery of unit), unless exempted by management. ☐ I acknowledge this request is subject to approval and may incur additional charges under the Student Fees & Charges Policy.			
Student Signature		**Date**	
Office Use Only			
Fees Paid	☐ Fees paid	☐Fees Exempted	
Decision Outcome	☐ Approved	☐Declined	
Student Notified	☐ Yes	☐No	
Re-assessment Date			
Process By		**Position**	
Signature		**Date**	