

# TIER 1 COMPLIANCE SOLUTION

## Request for a resit/resubmission



USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

Resit and Resubmission is only available for Tier 1 students who are deemed 'Not Yet Competent' where there is another assessment date and version available. Please return the completed form along with your payment within 7 days of result notification.

### RESUBMISSION POLICY

Students who are deemed 'Not yet competent' may resubmit the assignment at the next available date. The due date for resubmission will be stated on the front cover of the assignment resubmission cover page (available from the subject room). Only one resubmission is permitted.

### PERSONAL INFORMATION AND CONTACT DETAILS

Personal ID:	Title: (Dr/Mr/Mrs/Ms/Miss/Other)	First Name:
Last Name(s):		Date of Birth:
Daytime Email:		Contact Phone Number:

### COURSE INFORMATION

Subject name and number:
Case study resubmission date: _____ and/or Examination resit date: _____

- I wish to resit the examination for the above subject as I did not achieve a passing grade on the initial examination
- I will be attending the venue examination
  - I will be sitting the exam with a supervisor – if you will be sitting the exam with a supervisor, you are required to submit a completed 'Supervisor Nomination' form . To access the form and for further information regarding nominating a supervisor please visit our website: [www.kaplanprofessional.edu.au](http://www.kaplanprofessional.edu.au)
- I wish resubmit the case study for the above course as I did not achieve a 'Competent' result for the initial assignment.

### DECLARATION

I understand that this is my second and final attempt at the assessment for the above subject. I understand that if I achieve a Not Yet Competent grade overall, there will be no further opportunity to resit the exam or resubmit the case study. If this situation was to arise, I would be required to re-enrol in the subject.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT TO KAPLAN – PLEASE NOTE THAT PAYMENT MUST BE ATTACHED TO THIS FORM

Participants will be charged **AUD \$100** per examination re-sit and **AUD \$100** per case study resubmission request. This sum is payable prior to resitting the examination and/or a new submission of a case study. Note: All fees are subject to change without notice. GST is included where applicable.

Total amount payable **AUD \$** \_\_\_\_\_

- EFTPOS Payment must be made in person in our offices.
- Cheque Please find my cheque made payable to **KAPLAN** attached. Cheque No \_\_\_\_\_
- Credit card:     Mastercard     Visa

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

### PRIVACY POLICY

Kaplan Professional and its subsidiaries (collectively referred to as "Kaplan") appreciate that privacy is very important to you. Kaplan Professional has adopted a Privacy Policy that complies with the National Privacy Principles in the Privacy Act when dealing with personal information. Kaplan Professional recognises your right to expect that other people will treat your personal information as private. The Privacy Policy covers Kaplan's treatment of personally identifiable information that we collect or hold. The detailed Kaplan Privacy Policy is published on our website: [www.kaplanprofessional.edu.au/About\\_Us/Privacy\\_Policy](http://www.kaplanprofessional.edu.au/About_Us/Privacy_Policy).

Return this form to Kaplan Professional via:

**MAIL** GPO Box 9995, Sydney NSW 2001

**FAX** 1300 137 802

**Application Assistance: 1300 662 203**