Application for Resit or Resubmission

Ara Institute of Canterbury
Ara rau, taumata rau

Section A: Student to complete

Student ID: _____   Phone/email: _____

Family name: _____   First names: _____

Course code: _____   Course title: _____

Assessment: _____

I understand that if I do not attend/hand-in the resit/resubmission at the arranged time I will not be eligible for a refund and will not receive a completed grade.

Signature: _____   Date: _____

Fees:
$100/hour ($50 minimum charge), plus any additional materials costs – actual charge based on duration of reassessment.
Refer to your Programme Handbook or consult with your Lecturer/Tutor for clarification.

Section B: Lecturer/Tutor to complete

Resit/Resubmission Date: _____   Time: _____   Room: _____

Duration: _____ $ _____

Materials: _____ $ _____

Total Cost: $ _____

Charge Code: **1850**   Cost Centre: _____

Details of Resit: _____

Original Mark: _____   New Mark: _____   Minimum Mark: _____   New Grade: _____

Lecturer/Tutor Signature: _____   Date: _____

Office use only:
Date Received: _____
Result Entered: _____
Signed: _____

Note: for further details on resits or resubmissions please refer to *APP505 Assessment Policy* section 3.15