



Late Assessment Submission Penalty Form

Please refer to Pollard English Assessment Policy and Procedure for further information available via www.pollardenglish.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.			
Student's Signature:		Date:	
For Office Use Only			
Received by:	Pollard English Officer's Signature)	Date:	
Followed by:	Pollard English 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	Pollard English Officer's Signature)	Date	
Comments (if applicable)			