



# MFA15: Reassessment and Unit Re-enrolment Form

*Note: Please complete section 1 for reassessment and section 2 for re-enrolment.  
Reassessment means you have attempted two attempts and need further attempt.  
Re-enrolment means you need to repeat the whole unit including attending classes.*

## Section 1: Reassessment Form

Student Name:					
Student ID Number:					
Course code & Name:					
Unit Code/s & Names					
Which Assessment Task(s) is/are required to be reassessed?					
<b>OFFICE USE ONLY</b>					
If student completed two attempts? (Y/N)	Verify that the unit declared by student to be reassessed is correct? (Y / N)	Verify the Assessment Task number declared by student required to be reassessed is correct? (Y/N)	What is the reassessment fee to be applied?	Paid? (Y/N)	Informed student and assessor that reassessment fee has been paid and ready to be conducted? (Y/N)
<b>Officer Name completing the form:</b>			<b>Officer Signature completing the form:</b>		
<b>Date:</b>					
Student Declaration: By signing this form, you are declaring that you have read and understand the information provided and that the information you have provided is accurate and true.					
Signature		Date			



## Section 2: Unit Re-enrolment form

Student Name:				
Student ID Number:				
Course code & Name:				
Unit Code/s & Names				
<b>OFFICE USE ONLY</b>				
If student completed two attempts? (Y/N)	Verify that the unit declared by student to be re-enrolled is correct? (Y / N)	What is the re-enrolment fee to be applied?	Paid? (Y/N)	Informed student of the re-enrolment date for the unit? (Y/N)
<b>Officer Name completing the form:</b>		<b>Officer Signature completing the form:</b>		
<b>Date:</b>				
Student Declaration: By signing this form, you are declaring that you have read and understand the information provided and that the information you have provided is accurate and true.				
Signature		Date		