

Marks Carried Forward

On compassionate grounds you may apply to carry your marks forward for assessment/s that you completed in your previous enrolment of a course. You can only do this once per course. Upon re-enrolment you will be invoiced the appropriate course fee.

Section 1: Student to complete

Complete the top section of this form and attach it to your enrolment receipt and then arrange a meeting with the Programme Manager who will complete the section below.

Personal Details

Family name

First name

Preferred name

Student ID Number

Course Details

Course code	Course name	Pro Rata EFTS% (if applicable)

Section 2: Programme Manager to complete

Assessment Details

Details of marks carried forward

No	Assessment Type	Semester/ Year	Weighting %	Your mark %

Assessment(s) yet to be completed

No	Assessment Type (including minimum requirements)	Semester/ Year	Weighting %

Pro rata fee based on % weighting of assessments to be completed

Recommendations re start dates etc

Section 3: Student and Programme Manager to complete

Signatures

Student

Date

Programme Manager

Date

Please note: Original to be given to the Student and a copy to be retained by the Programme Manager.