



## PYP Application for Late Assessment Submission or Resubmission

This form must be completed by any Professional Year Program student wishing to apply for late submission or resubmission of an assessment, due to extenuating circumstances.

**Important:** *Please note a late assessment or resubmission can only be marked **as high as a pass mark.***

Please complete and return to the relevant PYP Instructor for approval.

Personal Details	
Date of Application	
Student Name	
State	
Instructors Name	
Course Start Date	
Class Code	
Mobile Phone number	
Email address	
Application Details	
<b>I am applying for:</b> <i>(tick the appropriate box)</i>	<input type="checkbox"/> A late submission <input type="checkbox"/> A resubmission

**Reason for requesting late submission or resubmission:**

---

---

---

---



**Evidence of Reason:**

(Please attach all relevant documents)

---

---

---

**Please explain the assessment you need to submit and how this will be done:**

---

---

---

---

---

**Office Use Only**

Approved by: \_\_\_\_\_ Position: \_\_\_\_\_

Approval Date: \_\_\_\_\_ New submission date: \_\_\_\_\_

- Administration notified
- Details recorded in VETtrak

Administration signature: \_\_\_\_\_