

## 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, sign at the bottom, 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	<input type="text"/>	First Names	<input type="text"/>
Preferred Name	<input type="text"/>		
Student ID	<input type="text"/>		

#### Course Details

Course Code	Course Name	Pro Rata Fee (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Section 2: Programme Manager to complete

#### Assessment Details

Details of marks to be carried forward

No	Assessment Type	Semester/ Year	Weighting %	Your mark %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Assessment(s) yet to be completed

No	Assessment Type (including minimum requirements)	Semester/ Year	Weighting %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Recommendations re start dates etc

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### Section 3: Student and Programme Manager to complete

#### Signatures

Student	<input type="text"/>	Date	<input type="text"/>
Programme Manager	<input type="text"/>	Date	<input type="text"/>

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