

# REQUEST FOR ASSESSMENT RE-MARK

Requests must be made within 5 working days of the assessment results release. Students must meet with Student Experience before submitting the request form. For hard copy assignments, students must bring a copy of their marked assignment when meeting with Student Experience. For examinations, students will be required to book an examination viewing with Student Experience. For further information please refer to the Assessment Policy available on the Kaplan Business School website [kbs.edu.au](http://kbs.edu.au)

**USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.**

## STUDENT DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)	
Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID

## SUBJECT INFORMATION

Subject code	Subject name
Trimester	Year
Assessment to re-mark <input type="checkbox"/> Assessment 1 <input type="checkbox"/> Assessment 2 <input type="checkbox"/> In-class test <input type="checkbox"/> Final Exam <input type="checkbox"/> Other (please specify)	
Reason for re-mark request (Student to complete)	

## STUDENT DECLARATION

If a hard copy assignment, I have attached the original marked copy of the assessment. All other marked assessments will be provided by Kaplan. I understand that only one re-mark per assessment is permitted and that based on this re-mark my result may go up or down and this will be my final result for this assessment.

I have had an informal conversation with my lecturer about my mark before submitting this form.

Student/Guardian Signature	Date (dd/mm/yyyy)
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## PAYMENT DETAILS

A \$250 re-mark fee applies and is due upon application. The re-mark fee is refunded when an assessment mark goes up as a result of the re-mark. If the assessment mark remains the same or goes down the student will not be eligible for a refund. Note: Kaplan Business School does not accept cash payments.

Please tick your preferred method of payment: <input type="checkbox"/> Credit Card (Payments can be made on campus, over the phone by contacting the campus or online via: <a href="http://www.kbs.edu.au/fee-payment-portal/">http://www.kbs.edu.au/fee-payment-portal/</a> )  Note: a 1.3% surcharge applies for all credit card transactions.	<input type="checkbox"/> Bank Transfer Payment* to be made to: Account name: <b>Kaplan Business School (Deposit)</b> Bank: <b>HSBC Bank Australia Limited</b> <b>Swift Code: HKBAU2S</b> Branch address: <b>28 Bridge Street, Sydney, NSW 2000</b> BSB: <b>342-011</b> Account number: <b>461498-163</b> *You are required to provide a copy of the bank transfer receipt with the completed form. Please include your student number in the reference ID for bank transfer.
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## OFFICE USE ONLY

Received by	Form received date (dd/mm/yyyy)
Processed by	Processed date (dd/mm/yyyy)

**Privacy:** Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our [Privacy Policy](#) including to your education agent, and to the Australian government as required or authorised by law. Our privacy policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at [privacy@kaplan.edu.au](mailto:privacy@kaplan.edu.au) for more information.

Return this form to your Kaplan Business School Student Experience Team:

<b>Adelaide</b> Level 1, 68 Grenfell Street Adelaide SA 5000 Tel: +61 (0)8 8215 4100 Email: <a href="mailto:adelaide@kbs.edu.au">adelaide@kbs.edu.au</a>	<b>Brisbane</b> Level 3, 252 St Pauls Terrace Spring Hill QLD 4000 Tel: +61 (0)7 3872 3800 Email: <a href="mailto:brisbane@kbs.edu.au">brisbane@kbs.edu.au</a>	<b>Melbourne</b> Level 4, 370 Docklands Drive Docklands VIC 3008 Tel: +61 (0)3 9626 4576 Email: <a href="mailto:melbourne@kbs.edu.au">melbourne@kbs.edu.au</a>	<b>Sydney</b> Level 8, 540 George Street Sydney NSW 2000 Tel: +61 (0)2 8248 6758 Email: <a href="mailto:sydney@kbs.edu.au">sydney@kbs.edu.au</a>
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