

<h1>International – Assessment Submission Policy</h1>		Alana Kaye Policy Manual	
		Policy Number: AKP0054 Responsible Officer: CEO Date of Issue: November 2019 Review Date: December 2020 RTO Code: 70056 CRICOS Code: 03675K	
Modifications:	V1.1 changes to Review date		
Associated Documents:	International Student Handbook, International Student Letter of Offer; AKP0032 International Student Fees and Refund Policy; International Student Fees and Refund Procedure; AKP0041 International Course Progress Policy; AKP0039 Complaints and Appeals Policy; Extension Request Form		
Authorised by: CEO	Issued to: All Staff	Pages: 2	Version: 1.1

Scope

This policy applies to all International student operations of Alana Kaye Group (Alana Kaye College).

Policy

International students enrolled with Alana Kaye College are required to submit their assessments by the due date. Assessment due dates are identified on the timetable.

Extension Request

If an International student is unable to submit their assessment by the due date they must:

- Contact the trainer/assessor directly to discuss the situation within one (1) working day prior to the assessment due date
- Include a reason for the extension request
- Provide supporting evidence i.e. medical certificate

Requests for an extension up to 7 days after the due date are at the discretion of the trainer/assessor.

Requests for an extension greater than 7 days will only be granted under justifying circumstances and at the discretion of the Student Support Officer and/or International Manager.

If a student believes they have justifiable circumstances as to why they are unable to submit an assessment they must:

- Contact the trainer/assessor directly to discuss the situation within one (1) working day prior to assessment due date
- Submit extension request form to the Student Support Officer/International Manager and advise the trainer/assessor of the extension request submission
- Extension request to be lodged within one (1) working day prior to assessment due date
- Provide supporting evidence i.e. medical certificate

In approving an extension request Alana Kaye College will take into consideration the students' extension request history. An application may be rejected if no documentary evidence is provided.

The following examples are not grounds for requesting an extension:

- Assessment tasks in another unit due within a similar timeframe
- Work commitments
- Social commitments such as recreation leave, domestic or international travel
- Scheduled placement

Extensions will only be granted for applications received after the assessment due date in compassionate and compelling circumstances. These circumstances may include:

- serious illness or injury, where a medical certificate states that the student was unable to meet their course requirements
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies
- a traumatic experience which could include: involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime

The student and trainer/assessor will be notified of the outcome of the extension request within 48 business hours. Once an extension is granted, the new due date is final.

Penalties for Late Submission of Assessment

Late submission of assessments occurs when an assessment is received after the due date without an approved extension. Students who do not apply for an extension or whose application is refused will be penalised at the rate of \$25 (AUD) per assessment. An invoice will be issued for late submission of assessment on or after the due date.

The late submission fee will only be waived in the instance that an extension has been granted for compassionate and compelling circumstances.

Policy Author	Kirsty Neaylon	Date: 17 November 2019
Approved by	Alana Anderson	Date: 18 November 2019
Approver signature	Alana Anderson	
Entered in policy register	Alana Anderson	Date: 18 November 2019