

## Resit Final Assessment Form



Students who need to resit the ASFA 100 or RG 146 online final assessment must complete this form and return to ASFA no less than 5 days prior to their nominated final assessment date. Please be aware that resit final assessments can only be undertaken on a **WEDNESDAY**.

### SECTION 1: INFORMATION ABOUT THE STUDENT (PLEASE PRINT CLEARLY AND COMPLETE ALL DETAILS)

ASFA Student number:		Title (Dr, Mr, Ms, Mrs, Miss/other):	
First Name:		Surname:	
Title/Position:		Date of Birth:	
Organisation Name:			
E-mail Address:			
Work Phone Number:		Home Phone Number:	
Fax Number:		Mobile Number:	

### SECTION 2: INFORMATION ABOUT THE FINAL ASSESSMENT (RESIT FINAL ASSESSMENTS CAN ONLY BE SAT ON A WEDNESDAY AND MUST BE SAT BEFORE THE STUDENTS COURSE COMPLETION DATE)

Final Assessment Date:	
Final Assessment Location:	

### SECTION 3A: SUPERVISOR (PLEASE IGNORE IF RESITTING THE ASFA 100 FINAL ASSESSMENT - NO SUPERVISOR REQUIRED)

The exam information will be emailed to the supervisor nominated below the day prior to the exam date.

A student's direct Manager/Team Leader is suitable to supervise the final assessment. Alternatively, the following would be considered an acceptable supervisor:

- HR Manager/Training Manager or Supervisor/Team Leader within the student's workplace
- Suitable person at a government recognised tertiary institution or school
- Suitable person at the Australian Consulate, i.e. Training or Education Officer
- Minister of Religion
- Justice of the Peace
- Doctor
- Lawyer
- Accountant
- Police Officer

ASFA Student number:		Title (Dr, Mr, Ms, Mrs, Miss/other):	
First Name:		Surname:	
Title/Position:		Date of Birth:	
Organisation Name:			
E-mail Address:			
Work Phone Number:		Home Phone Number:	
Fax Number:		Mobile Number:	
Please send any changes of personal details to <a href="mailto:learning@superannuation.asn.au">learning@superannuation.asn.au</a>			

### SECTION 3B: SUPERVISOR COMPULSORY DECLARATION

I hereby agree to act as supervisor for this candidate's final assessment(s) on the final assessment date specified above. I confirm that the information provided by me on this form in all respects is correct and complete to the best of my knowledge and belief that I am not related to, reside with or work closely with the examination candidate (approving Manager/Team Leader accepted). I am not currently studying the same course as the student.

Signed:		Date:	
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SECTION 4: PAYMENT DETAILS - A FEE OF \$80 (GST EXEMPT) APPLIES TO THE REMARKING OF FINAL ASSESSMENTS

The resit exam will not be confirmed until full payment has been received.

Non-Refundable Fee: (including GST)	\$	Cheque made payable to ASFA enclosed. Cheque Number:	
Credit Card Payment (please tick):	<input type="checkbox"/> Visa <input type="checkbox"/> Diners <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX (4 digit security code _____)		
Personal credit card:	Y / N	Corporate credit card:	Y / N
Cardholder Name:			
Cardholder Signature:			
Card Number:	_____	Expiry Date:	___ / ___
Electronic Funds Transfer <b>Name of Account:</b> The Association of Superannuation Funds of Australia Ltd <b>BSB No:</b> 032 000 <b>Account No:</b> 12-1167 <b>Bank:</b> Westpac <b>Branch:</b> Sydney Office, 341 George Street, Sydney NSW 2000	Conducted on this date ___ / ___ / ___ Payment reference: _____ (Your payment reference should be either your Student ID or the initial of your first name followed by your surname)		

SECTION 5: PRIVACY POLICY

The Association of Superannuation Funds of Australia Ltd (ASFA) is committed to safeguarding your privacy and complying with the National Privacy Principles as set out in the Privacy Act (1988) and its subsequent amendments. Our full Privacy Policy is available on [www.superannuation.asn.au](http://www.superannuation.asn.au) or contact [privacy@superannuation.asn.au](mailto:privacy@superannuation.asn.au).

FORM MUST BE PRINTED AND SIGNED BY THE SUPERVISOR AND RETURNED TO ASFA NO LESS THAN 5 DAYS PRIOR TO THE EXAMINATION DATE.

Return forms by mail to PO Box 1485 Sydney NSW 2001, fax to 1300 926 484 or scan and e-mail to [learning@superannuation.asn.au](mailto:learning@superannuation.asn.au)