



POLICY NAME:	Late Fees for Overdue Assessments
POLICY LEVEL:	Coach Mastery
DATE APPROVED:	01/06/2023
REVIEW SCHEDULE:	Every 3 years

The following policy regarding late fees for overdue assessments for the Coach Mastery:

1. **Late Fees for Assessments 1-5:** For all assessments, excluding Assessment 6 - the Performance Evaluation, a late fee of \$70 per month will be charged for each overdue assessment. The late fee will apply starting from the original due date of the assessment and will continue to accrue on a monthly basis until the assessment is submitted.
2. **Late Fees for Assessment 6 - Performance Evaluation:** For Assessment 6 - the Performance Evaluation, a different fee structure will apply. In case of late submission, a resubmit fee of \$302.50 will be charged. This fee is non-negotiable and will be imposed to cover administrative and grading costs associated with the performance evaluation.
3. **Calculation of Late Fees:** Late fees for overdue assessments will be calculated on a monthly basis. For example, if an assessment is one month overdue, a late fee of \$70 will be charged. If it is two months overdue, the fee will increase to \$140, and so on. Partial months will be rounded up to the next full month for fee calculation purposes.
4. **Waiver of Late Fees:** Late fees may be waived in exceptional circumstances, such as documented medical emergencies, unforeseen personal crises, or other valid reasons. The decision to waive late fees will be made on a case-by-case basis at the discretion of the appropriate administrative authorities. It is the responsibility of the student to submit a request for fee waiver along with supporting documentation to be considered for exemption from late fees.
5. **Communication and Reminders:** It is the responsibility of the student to keep track of assessment due dates and submit them within the specified time frame. The institution will not provide reminders and notifications regarding upcoming deadlines, it is the student's duty to ensure timely submission.

This policy aims to maintain fairness and accountability in the assessment submission process. Adherence to these guidelines will ensure timely completion of assessments and minimise disruptions to the overall learning experience.

Reference: ARROW LEADERSHIP	Page 1 of 2	Version: 1.1
Policy – Late Fees for Overdue Assessments		Date: 01/06/2023

APPROVED:																
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Title:	Executive Director															
Date:	01/06/2023															
REVIEW:	<table border="1"> <tr> <td>Review 1</td> <td>01/06/2023</td> <td>Version No.1.1</td> </tr> <tr> <td>Review 2</td> <td>___/___/___</td> <td>Version No.</td> </tr> <tr> <td>Review 3</td> <td>___/___/___</td> <td>Version No.</td> </tr> <tr> <td>Review 4</td> <td>___/___/___</td> <td>Version No.</td> </tr> <tr> <td>Review 5</td> <td>___/___/___</td> <td>Version No.</td> </tr> </table>	Review 1	01/06/2023	Version No.1.1	Review 2	___/___/___	Version No.	Review 3	___/___/___	Version No.	Review 4	___/___/___	Version No.	Review 5	___/___/___	Version No.
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