


CARIBBEAN MARITIME INSTITUTE

	ADMISSIONS AND EXAMINATIONS FORMS	Document No: CMI/ADM/FORM/022	Page 1 of 2
	TITLE: REPEAT MODULE	Revision No.: 00	Revision Date: 1 st January, 2014

SECTION A (PERSONAL INFORMATION - TO BE FILLED IN BY THE STUDENT)

NAME : _____ ID NO: _____

TELEPHONE NO. : _____ EMAIL ADDRESS : _____

PROGRAMME : _____ SEMESTER : _____

SECTION B (REGISTRATION INFORMATION - TO BE FILLED IN BY THE STUDENT)

LIST OF COURSES FAILED, GRADE RECEIVED AND SEMESTER:

COURSE CODE	COURSE TITLE	CREDIT HOURS	GRADE OBTAINED	SEMESTER

SECTION C (REPEAT INFORMATION - TO BE FILLED IN BY THE STUDENT)

I WOULD LIKE TO REPEAT THE FOLLOWING SUBJECT(S):

COURSE CODE	COURSE TITLE	CREDIT HRS

Declaration

I declare that the information that I have supplied on this form is, to the best of my knowledge, complete and correct further I hereby agree that a fee of \$ _____ per subject be imposed on me for repeating module.


SIGNATURE: _____ DATE: _____

SECTION D (APPROVAL - TO BE FILLED IN BY DIRECTOR /DEAN AND REGISTRY)

DEAN/DIRECTOR'S APPROVAL: APPROVED NOT APPROVED SIGNATURE _____

RECEIVED BY: _____ DATE RECEIVED: ____/____/____ DATE ACTIONED: ____/____/____
(Registry personnel)

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PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING TO REPEAT A MODULE

A. PROCEDURES

1. SECURE THE APPLICATION FOR REPEAT MODULE FORM FROM THE ADMISSIONS SECTION.
2. COMPLETE THE FORM AND SUBMIT TOGETHER WITH THE LATEST REGISTRATION CONFIRMATION
3. THE RELEVANT FEE (FOR EACH COURSE APPLIED) MUST ACCOMPANY EVERY APPLICATION. THIS IS PAID AT THE BURSAR'S OFFICE, WHERE IT IS STAMPED, THEN MUST BE SUBMITTED TO ADMISSIONS OFFICE WHO WILL THEN PASS IT ON TO THE DIRECTOR.
4. APPLICATION MUST BE COMPLETED AT LEAST ONE WEEK BEFORE THE BEGINNING OF THE MODULE

B. ELIGIBILITY FOR REPEAT

1. ONLY STUDENTS WHO FAIL COURSE(S) WITH A GRADE 'U' ARE ELIGIBLE TO APPLY.
2. FINAL YEAR STUDENTS WILL HAVE TO REPEAT THE MODULE WITH THE NEXT AVAILABLE GROUP.

NOTES

1. ONLY COMPLETED AND APPROVED APPLICATIONS WILL BE PROCESSED BY THE ADMISSIONS OFFICE.
2. PLEASE MAKE A COPY OF THIS COMPLETED FORM FOR YOUR OWN RECORDS.