 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:

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
<th>GRADE OBTAINED</th>
<th>SEMESTER</th>
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 SECTION C (RE-SIT INFORMATION - TO BE FILLED IN BY THE STUDENT)

I WOULD LIKE TO RE-SIT THE EXAMINATION FOR THE FOLLOWING SUBJECT(S):

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<th>COURSE CODE</th>
<th>CREDIT HRS</th>
<th>COURSE TITLE</th>
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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)
PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING TO DO THE RE-SIT EXAMINATION

A. PROCEDURES

1. SECURE THE APPLICATION FORM FROM THE ADMISSIONS SECTION.

2. COMPLETE THE FORM AND SUBMIT TOGETHER WITH THE LATEST REGISTRATION CONFIRMATION OR YOUR RECEIPT

3. THE RELEVANT FEE (FOR EACH EXAMINATION APPLIED) MUST ACCOMPANY EVERY APPLICATION. THIS IS PAID AT THE BURSAR’S OFFICE.

4. APPLICATION MUST BE COMPLETED BEFORE THE EXAMINATION.

NOTES

1. ONLY COMPLETED AND APPROVED APPLICATION WILL BE PROCESSED BY ADMISSIONS AND RECORDS OFFICE.

2. PLEASE MAKE A COPY OF THIS COMPLETED FORM FOR YOUR OWN RECORD.