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 EXAMINATION(S) MISSED AND SEMESTER:

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<tr>
<th>COURSE CODE</th>
<th>CREDIT HRS</th>
<th>COURSE TITLE</th>
<th>SEMESTER</th>
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SECTION C (SUPPLEMENTAL INFORMATION - TO BE FILLED IN BY THE STUDENT)

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

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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 supplemental exam.

SIGNATURE: _______________________________  DATE: ____________________________

SECTION D (APPROVAL)

REGISTRAR’S APPROVAL:  APPROVED ☐ NOT APPROVED ☐  SIGNATURE ______________________

RECEIVED BY: ___________________ DATE RECEIVED: ____/____/_____  DATE ACTIONED: ____/____/____

(Registry personnel)
BEGIN TEXT

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING TO DO THE SUPPLEMENTAL EXAMINATION

A. PROCEDURES

1. SECURE THE APPLICATION FORM FROM THE ADMISSIONS SECTION.

2. COMPLETE THE FORM AND SUBMIT TOGETHER WITH A COPY OF YOUR MOST RECENT REGISTRATION RECEIPT

3. THE RELEVANT FEE (FOR EACH EXAMINATION) MUST ACCOMPANY EVERY APPLICATION. THIS IS PAID AT THE BURSAR’S OFFICE, HERE THE FORM IS STAMPED, AFTER WHICH IT IS TO BE SUBMITTED TO ADMISSIONS OFFICE.

4. APPLICATION SHOULD BE COMPLETED AT LEAST TWO WEEKS BEFORE THE EXAMINATION.

B. ELIGIBILITY FOR SUPPLEMENTAL EXAMINATION

1. ONLY STUDENTS WHO DID NOT SIT THE EXAMINATION BEFORE WILL BE ALLOWED TO DO A SUPPLEMENTAL EXAMINATION

2. STUDENTS WHO HAVE RECEIVED PERMISSION FOR ABSENCE FROM AN EXAMINATION MAY BE EXEMPTED FROM PAYMENT OF FEES.

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.

END TEXT