APPLICATION TO REPEAT MODULE

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

NAME: __________________________________________  ID NO: ______________________

TELEPHONE NO.: ___________________  EMAIL ADDRESS: ________________________

PROGRAMME: ____________________________  SEMESTER: __  GPA: ___________

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

LIST OF COURSES TO COMPLETED IN CURRENT SEMESTER:

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<th>COURSE CODE</th>
<th>CREDIT HRS</th>
<th>COURSE TITLE</th>
<th>GRADE OBTAINED</th>
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SECTION C (REPEAT INFORMATION - TO BE FILLED IN BY THE STUDENT)

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

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<th>COURSE CODE</th>
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SECTION D (APPROVAL - TO BE FILLED IN BY DIRECTOR/DEAN)

DEAN/DIRECTOR’S APPROVAL:  APPROVED _____  NOT APPROVED _____
RECEIVED BY: ___________________________  DATE: ___________________

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: _______________________
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 & APPROVED APPLICATIONS WILL BE PROCESSED BY THE ADMISSIONS OFFICE.

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