APPLICATION TO RE-SIT EXAMINATION

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 COMPLETING IN CURRENT SEMESTER:

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>CREDIT HRS</th>
<th>COURSE TITLE</th>
<th>GRADE OBTAINED</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>
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SECTION D (APPROVAL - TO BE FILLED IN BY DIRECTOR/DEAN)

DIRECTOR’S/DEAN’S APPROVAL: APPROVED _____ NOT APPROVED _____

RECEIVED BY: ____________________________ DATE: __________________

I HEREBY AGREE THAT A FEE OF JS____________ PER SUBJECT BE IMPOSED ON ME FOR RE-SIT EXAMINATION.

Declaration
I declare that the information that I have supplied on this form is, to the best of my knowledge, complete and correct

SIGNATURE: ____________________________ DATE: __________________
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 & APPROVED APPLICATION WILL BE PROCESSED BY ADMISSIONS AND RECORDS OFFICE.

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