

REASSESSMENT APPLICATION FORM

INSTRUCTIONS:

1. This form is to be completed by student requesting for re-sit and/or re-module and to be returned the form with payment before the closing date. Incomplete application form will not be processed.
 2. Re-sit and/or Re-module fees are non-refundable. Details of the Fees
 - Resit for Examination / Coursework:
 - Level 3, 4 or 5: \$107.00 per module
 - Level 6 programme: \$ 428 per module
 - Re-module:
 - Level 3: \$481.50 per module
 - Level 4: \$642.00 per module
 - Level 5: \$856.00 per module
 - Level 6: \$\$1,738.75 per module
 - Level 6: \$3,477.50 for Honours Research Project
- (All fees are inclusive of 7% GST)

All information provided are treated with strictest confidentiality and are meant for internal use only.

Section A: Student Particulars

Name of Student:	Student ID	Intake:	Contact No.:
Programme Name:		Email Address:	

Section B: Reassessment Details

No	Module Code and Name	Resit / Re-module	Amount (\$)
1			
2			
3			
4			
5			
Total Fees Payable			\$

Note: All Fees are inclusive of 7% GST

Signature of Applicant

Date

FOR OFFICE USE ONLY

Payment Amount: _____ Receipt No: _____ Date of Payment: _____

Name and Signature of Staff process the application: _____

SECTION A: ACTIONS TO BE TAKEN BY EXAMINATION DEPARTMENT

Name of Staff to receive the record: _____

No	Module Code and Name	Resit / Re-module	Proposed Date/ Duration	Approved/ Disapproved by Head of Academic
1				
2				
3				
4				
5				

Signature of Head of Academic

Date

SECTION B: ACTION TO BE TAKEN BY STUDENT SERVICES DEPARTMENT

Name of staff to update the student record: _____

Checklist:

- Contact / Email Student for the Resit and / or Re-module Date
- Issuance of Notification Letter to Student (If applicable)
- Others, please specify:

Signature of Staff

Date