



**REPEAT COURSE REGISTRATION**

(For participants who already sat a course and received a 'fail' or 'Repeat Course' grade)

**SECTION 1 : STUDENT AND CONTACT INFORMATION**

\*FIRST NAME \_\_\_\_\_

\*MIDDLE NAME(S) \_\_\_\_\_

\*LAST NAME \_\_\_\_\_

\*I.D. # \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ (HOME) \_\_\_\_\_ (MOBILE) \_\_\_\_\_ (WORK)

CAMPUS(ES) ATTENDED \_\_\_\_\_

PROGRAMME REGISTERED FOR \_\_\_\_\_ DATE STARTED \_\_\_\_\_  
mm / dd / yyyy

**SECTION 2 : COURSE INFORMATION**

COURSE CODE & NAME \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXPECTED DATE OF COMENCEMENT OF REPEAT COURSE \_\_\_\_\_  
mm / dd / yyyy

**SECTION 3 : SIGNATURE**

\*NAME \_\_\_\_\_ \*SIGN HERE▶▶ \_\_\_\_\_ DATE \_\_\_\_\_  
mm / dd / yyyy

**FOR OFFICIAL USE ONLY**

AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_  
STUDENT SERVICES OFFICER SIGNATURE mm / dd / yyyy

REPEAT COURSE FEE REQUIRED \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_

RECEIPT # \_\_\_\_\_

FINANCIAL STATUS \_\_\_\_\_

VERIFIED BY \_\_\_\_\_ DATE \_\_\_\_\_  
STUDENT FINANCIAL SERVICES OFFICER SIGNATURE mm / dd / yyyy

CAMPUS WHERE CLASS LOCATED \_\_\_\_\_ DATE OF COMENCEMENT OF COURSES \_\_\_\_\_  
mm / dd / yyyy

- INSTRUCTIONS**
1. Complete form in triplicate.
  2. Take completed forms to Student Services Coordinator for authorization.
  3. Upon receiving authorization in 2 above, take forms to the cashier along with the prescribed Repeat Course fee.
  4. The cashier will return the forms stamped 'PAID', along with a receipt and an Admissions Passcard.
  5. One copy of the form should be returned to the Student Services Coordinator to add your name to the class register.
  6. The second copy, must be returned to the Registry for inclusion on the student's file.
  7. The third copy, along with the Admission Passcard, must be retained and must be taken to every class and presented at the end of course examination.