



**REPEAT COURSE REGISTRATION**

*(For participants who already sat a course and received a 'fail' or 'Repeat Moule' 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
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**FOR OFFICIAL USE ONLY**

AUTHORIZED BY	STUDENT SERVICES OFFICER	SIGNATURE	DATE	mm / dd / yyyy
REPEAT COURSE FEE REQUIRED	_____	AMOUNT PAID	_____	
FINANCIAL STATUS	_____			
RECEIPT #	_____			
VERIFIED BY	STUDENT FINANCIAL SERVICES OFFICER	SIGNATURE	DATE	mm / dd / yyyy
CAMPUS WHERE CLASS LOCATED	_____	DATE OF COMENCEMENT OF COURSES	mm / dd / yyyy	

**INSTRUCTIONS**

1. Complete form in duplicate.
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 both 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, along with the Admission Passcard should be taken to every class and presented at the end of course examination.