



**STUDENT REQUEST FORM FOR ALL PROGRAMMES (EXCLUDING ASC PROGRAMMES)**

**EXEMPTION REQUEST FORM**

Complete the form legibly using a ballpoint pen.

<b>SECTION A — PERSONAL DATA</b>			
<b>1. Name</b>			
<b>Title</b>	<b>Surname</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>2. Address</b>			
<b>3. Student ID #</b>		<b>4. Telephone Contact</b>	
<b>SECTION B – SITE, PROGRAMME &amp; STATUS</b>			
<b>5. Site</b>		<b>6. Programme</b>	
<b>7. Academic Year</b>		<b>8. Status</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Repeater <input type="checkbox"/> Other	
<b>9. Academic Year/Semester of 1<sup>st</sup> Registration</b>		<b>10. Do you expect to complete your programme this academic year?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SECTION C – STUDENT'S REQUEST</b>			
<b>11. Indicate nature of request</b>			
<b>ADMINISTRATIVE REQUESTS:</b>			
<input type="checkbox"/> Exemptions                      Course Codes:			
Please note that course outlines/descriptions will be required for courses that exemptions are being sought from your previous institution.			
<b>SECTION D – REASON FOR REQUEST</b>			
<b>12. Please provide justification for your request below</b>			
_____			
_____			
_____			
_____			
_____			
_____		_____	
Signature of Student		Date (dd/mm/yyyy)	
<input type="checkbox"/> Request Approved. <input type="checkbox"/> Request Denied			
<b>13. Please state reason(s) for the decision</b>			
_____			
_____			
_____			
_____		_____	
Site/Centre Head		Date (dd/mm/yyyy)	
<b>FOR OFFICIAL USE ONLY:</b>			
<b>Tuition &amp; Fees</b>			
<input type="checkbox"/> Exemption Fee: Number of Credits _____ <input type="checkbox"/> Other (specify)			
<b>Total Amount Paid</b> _____		<b>Receipt no.</b> _____	
<b>Balance</b> _____			