



REPEAT FORM

**REGISTRATION MUST BE DONE WITHIN THE PERIOD STATED IN ACADEMIC CALENDAR.
 FULL PAYMENT MUST BE MADE BY WEEK 7 (SHORT SEM) / WEEK 14 (LONG SEM).
 INCOMPLETE FORM WILL NOT BE PROCESSED.**

STUDENT DETAILS

NAME		PROGRAM	
NRIC / PASSPORT NO.		INTAKE	
STUDENT ID		CONTACT NO.	

SIGNATURE **DATE**

REPEAT SUBJECT DETAILS & LECTURERS' CONCERN

NO	SUBJECT	MODE OF STUDY		LECTURER'S NAME	LECTURER'S SIGNATURE
		SELF	CLASS		
1					
2					
3					
4					

REGISTRATION & PAYMENT DETAILS

UNIT / DEPARTMENT	SIGNATURE	REMARKS	DATE
ACADEMIC			
FINANCE			
EXAM BOARD			
ADMINISTRATION			

STUDENT COPY

NAME	<input style="width: 100%;" type="text"/>
NRIC NO	<input style="width: 100%;" type="text"/>
STUDENT ID	<input style="width: 100%;" type="text"/>
PROGRAM	<input style="width: 100%;" type="text"/>
INTAKE	<input style="width: 100%;" type="text"/>

LIST OF REPEAT SUBJECT

1. _____
2. _____
3. _____
4. _____

RETAIN THIS SLIP AND PRESENT IT TOGETHER WITH THE OFFICIAL RECEIPT DURING CLASS / EXAM REGISTRATION

SIGNATURE (FINANCE) **DATE**

ACADEMIC POLICY & PROCEDURE: STUDENT REGISTRATION PROCEDURE TO REPEAT FAILED SUBJECT

THIS DOCUMENT IS TO BE READ TOGETHER WITH THE REPEAT FORM (ATI/ACA/F/16/36)

1. The student is required to obtain the repeat form (ATI/ACA/F/16/36) from the Administration Department.
2. Form must be completely filled up by the student.
3. **Registration must be done within the period stated in Academic Calendar. Full payment must be made by Week 7 (Short Semester) / Week 14 (Long Semester).**
4. The student is then required to see the Head of Academic for scheduling purpose.
5. **SCHEDULING REGISTRATION** The Head of Academic will assign the lecturer for the course and once a schedule has been established and agreed by student, the Head of Academic will sign the repeat form as proof of registration with the Head of Academic office.
6. In the absent of the Head of Academic, student may proceed to see the Assistant Chief Executive Officer for the Academic & Administration Section for scheduling purpose.
7. When scheduling is completed and agreed by student, the student is required to proceed to the Bursary Office to make payment.
8. **PAYMENT REGISTRATION** Once payment is made, the Bursary Officer will sign the repeat form as proof of registration with the office. An official payment receipt will also be issued to the student as proof of payment.
9. The student may then proceed to see the lecturer-in-charge of the course for the particular semester for registration purpose. Student is required to indicate the mode of study with the lecturer's concern.
10. **COURSE REGISTRATION** When mode of study has been agreed by both lecturer and student, the lecturer will sign the repeat form as proof of registration with the lecturer.
11. Student may then proceed to see the Head of Examination Board to register for the examination.
12. **EXAMINATION REGISTRATION** When the officer has noted down the required details, the Head of Examination Board will sign the repeat form as proof of registration with the Examination Board Office.
13. Once the student has made the necessary registration with the relevant departments and offices, **and full payment has been made**, the student is required to proceed to the Administration Department to submit the repeat form to complete the process of registration.
14. **ADMINISTRATION REGISTRATION** If the Administration Officer is satisfied with the details in the form and have noted that payment has been made in full, the Administration Officer will sign the repeat form as proof of registration.
15. A student copy will be given to the student for registration proof. Student is required to retain this copy and present it together with the official payment receipt during class or examination.