



LOCAL EXAM DEFERMENT REQUEST

STUDENT NUMBER

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NAME OF STUDENT

LAST NAME	FRIST NAME	MIDDLE NAME

COURSE	<input type="checkbox"/> BABA	<input type="checkbox"/> BAIT	<input type="checkbox"/> BSEN	CONTACT NUMBER	EMAIL ADDRESS
	<input type="checkbox"/> MCPR	<input type="checkbox"/> BAMK	<input type="checkbox"/> BSBA		

TO THE ACADEMICS DIRECTOR :

This is to formally request for a deferment of my Final Exam _____ this _____
MODULE / SECTION TERM / YEAR

under _____ because _____
NAME OF LECTURER REASON FOR DEFERMENT

I certify that I have not exceed the maximum limit of absences. I further certify that I will take the Final Exams to be given and submit the necessary coursework, if pertinent, the next time the course is offered. I recognize and certify that I take full responsibility of checking for the next period that the said course / module is offered and pay for the exam retake fee a month before the exam date on that period.

Should the above not be met, I recognize that my Final Grade will be computed with a zero (0) mark in the final exam component of the grade. Should said computation result in a failure of the course, I will re-enroll in the said course / module without any appeal.

I CERTIFY THAT THE ABOVE INFORMAITON IS TRUE AND CORRECT AND ANY ADJUSTMENTS PERTINENT TO MY REQUEST WILL BE SUBJECT TO ADMINISTRATIVE CHARGES WHEN APPLICABLE AND THAT THE APPROVAL / DENIAL OF MY REQUEST IS THE SCHOOL'S PREROGATIVE.

NOTED BY :

STUDENT'S SIGNATURE	DATE	PARENT'S NAME AND SIGNATURE	DATE
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FOR OFFICIAL USE ONLY

RECEIVED BY :	APPROVED BY :	ENCODED BY :
DATE :	DATE :	DATE :
		SAF NO. :

Form F-002
VER_01 05/09/2007

DEFERMENT APPLICATION POLICY :

1. Please write in BLOCK LETTERS. Incomplete forms will not be processed.
2. Only application of students with cleared account status shall be processed.
3. Students may be required to submit supporting documents prior to approval of this application.
4. All requests are subject to approval.
5. Students are reminded to refer to the bulletin boards for other detailed policies and schedules.
6. All approved request for deferment examination shall be available for pick up in the Student Services Area.
7. Failure to claim before the specified deadline shall automatically deem your transaction null and void.