



LOCAL EXAM DEFERMENT REQUEST

STUDENT NUMBER

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NAME OF STUDENT

LAST NAME					FRIST NAME					MIDDLE NAME				
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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.