

## Request to be entered for re-take units in 2010

Use a separate form for each subject  
Return to the box outside Dr Jackson's office

**Name:** ..... **Candidate No:** .....

**Subject:** ..... **Session:** January/June

Unit code	Unit title

**Is a new AS subject grade required?** Yes/No

### Subject Head of Department

I have given advice about this request

**Signature** ..... **Date** .....

**Comment if appropriate:**

### Parent/guardian

I agree to the appropriate entry costs being added to the fee account. I have noted any comments made by the subject head of department.

**Signature** ..... **Date** .....

### Deadlines

<b>January season</b>	<b>13 October</b>
<b>June season</b>	<b>18 March</b>

**Requests made after these dates will only be processed in exceptional circumstances. They will include penalty fees and may require payment by cheque with the request – See Dr Jackson in person as soon as possible, if you miss the deadline.**