

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

January season	13 October
June season	18 March

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.