



TUS Midlands
Midwest

Athlone Campus

Repeat & Attend Application Form
Academic Year: _____

STUDENT NO	A							
SURNAME				FIRST NAME				
CONTACT NO				LAST ACADEMIC YEAR ATTENDED				
CURRENT EMAIL ADDRESS								
PROGRAMME								YEAR

You should discuss this form with your Faculty Office BEFORE completing.

Please ensure official copies of your results are attached; forms will not be processed if results are not attached.

OLD Module Code (previously attempted)	NEW Module Code	NEW Module Title	No. of Credits	CRN No.	Semester

Student Signature: _____

Date: _____

Approved to Repeat & Attend: _____

Head of Dept/Faculty

Date: _____

This section is for Office Use Only

Student Contribution Fee	Fee Due	No. of Credits
Tuition Fees (see overleaf)		Course Level
TOTAL FEES DUE		Exam Office Check

PLEASE SEE REVERSE FOR INSTRUCTIONS & FEES

Version 1.2. Information and fees etc. contained in this document are effective from September 2024.

In accordance with the University's Rules and Regulations the right of a student to continue on a programme of study and to sit examinations and/or be issued with examination results depends upon the payment of all fees.

Instructions:

1. The student attaches a copy of transcript of results with their repeat and attend form.
2. The student contacts the Faculty Administration Office **before** listing the modules and credits for review.
3. The Faculty Administration Office reconciles the transcript of results to the repeat and attend form and forwards to the Head of Department for approval.
4. The Head of Department checks, signs and dates the form to confirm the student can repeat & attend - the student also signs and dates the form.
5. The Faculty Administration Office forwards the signed form to the Exams Office for processing.
6. The Exams Office assigns the approved modules and fee to the student's account and emails the student to confirm registration details.
7. The student completes registration / temporary registration in line with fee policy.
8. Student card will issue to the student from the Card Office upon completion of Registration process and uploading their photo.

Fees: Tuition and Student Contribution Fee

Students repeating a year are not eligible for funding under the Third Level Training Scheme (TLT) or Free Fees Initiative.

Student must therefore, pay both the tuition and student contribution fee. This fee is calculated on the number of credits the student is repeating. Further detail relating to the repeat and attend fee structure is available from the Fees Office.

The examination fee is included in the Student Contribution Fee (if you have already paid your External Repeat Examination fee, your Repeat and Attend fee liability will be adjusted accordingly)
