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

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

PLEASE SEE REVERSE FOR INSTRUCTIONS & FEES

Version 3. Information, fees and other details in this document are effective from September of the academic year for which you are applying.

In accordance with the University's Rules and Regulations the right of a student to continue on a programme of study 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 that the student is now registered.
7. The student pays the relevant registration fee in line with fee policy.
8. Students who wish to withdraw from their programme must complete "Withdrawal Form" by the official withdrawal dates in order to qualify for refunds.
9. 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.

In accordance with the University's Rules and Regulations, a student's eligibility to continue on a programme of study and to receive examination results is contingent upon the payment of all fees due.