SIT IN APPLICATION

RETURN THIS APPLICATION TO:- The Head of Student Admission

Name:	**OFFICE USE ONLY** *Semester & Year*
I C No:	*Misc & Library Fee Receipt No:*
Student No:	
Telephone No: (H) (Mobile)	

Postal Address:

Email:

Programme currently enrolled:

Subject in which you seek to SIT IN:			Subject taken previously in which semester & year
	(Lecturer to tick decision box) ☐ PERMITTED WITH CONDITIONS ☐ PERMITTED WITHOUT CONDITIONS	☐ NOT PERMITTED	Semester Year

Lecturer to list below (or attach separately) conditions and timeframes (if any) imposed **AND/OR reasons for refusal**

	(Lecturer to tick decision box) ☐ PERMITTED WITH CONDITIONS ☐ PERMITTED WITHOUT CONDITIONS	☐ NOT PERMITTED	Semester Year

Lecturer to list below (or attach separately) conditions and timeframes (if any) imposed **AND/OR reasons for refusal**

	(Lecturer to tick decision box) ☐ PERMITTED WITH CONDITIONS ☐ PERMITTED WITHOUT CONDITIONS	☐ NOT PERMITTED	Semester Year

Lecturer to list below (or attach separately) conditions and timeframes (if any) imposed **AND/OR reasons for refusal**

List the reasons for your current academic/external examination progress.

Signature of applicant: Parent's / Guardian's Signature:

Date: Date:

Approved by Head of Department
Signature: Date:

This form is to be used by students who are currently enrolled in the CAT / ACCA programme ONLY.

Please note:-
- To be eligible to sit in, students muct have attempted the final examination of the subject(s) applied for in the previous/prior semester.
- Students are allowed to sit in ONCE ONLY for each subject.

SIT IN Process

Step 1: Complete the SIT IN Application
Please note:
- In your SIT IN Application, you should:
    1. List the reasons for your delay academic/external examination progress.
    2. Provide your last semester academic transcript as supporting documents.

Step 2: Submit application form
- You must submit your application after paying for the miscellaneous/resource Fee and library fee for the semester.
- As part of considering your application, your department may require you to attend an interview.

Step 3: If the HOD approves your application, you will be notified of the outcomes.