



We can only guarantee an exam will be scheduled for students who have applied before the resit application deadline. Missing this deadline can therefore have serious consequences.

Resit Application Deadlines

The deadlines for applications in the 20____ year is:

- _____

1. Personal Information

First Name: _____

Surname: _____

ID Number: _____

Telephone No: _____

2. Course Information

If you need to apply for more than five exams, please complete an additional form.

Course Code	Course Title	Exam Date	Year	Please indicate
<i>e.g. LS1021</i>	<i>e.g. Legal Systems</i>	<i>January, May or August.</i>	<i>2013</i>	<i>Resit Exam Repeat Placement</i>
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____
5 _____	_____	_____	_____	_____

3. Disability Requirements

If you have any special requirements for resit exams (e.g. extra time) please list these here (any inappropriate remarks will cause dismissal of application form):

4. Payment Information

- Re-sit fee per exam applies (capped at \$3000 per exam)
- A late fee of **\$500** will apply after the deadline.

Re-sit Fees \$ _____

Late Fee \$ _____

Total \$ _____

Application forms together with the correct payment should be returned to: Registry, Winchester Business Centre or Student Services at Tinson Pen Aerodrome. Cheques should be made payable to the Caribbean Aerospace College. All fees must be paid at the time of application and are non-refundable.

If payment is not required, the form can be emailed to smccalla@caribbeanaerospacecollege.com or smart@caribbeanaerospacecollege.com

5. Student Signature _____ **Date** _____

For Office Use Only		
Initials _____	Total Received _____	Date _____
Timetable checked Y/N _____	Date registered _____	Initials _____

Guidance Notes

All students must apply to resit if the course assessment is not passed.

How to Apply

This re-sit form application must be completed and returned to Registry by the deadline specified on the application form overleaf.

What should I apply for?

You should apply to re-sit an exam; or to undertake a repeat placement for a course.

Eligibility

Only students who hold a failing grade in a class course can attempt a re-sit.

When Can I Resit an Exam?

If you did not attend or did not pass a semester exam, you can re-sit this exam in the **same year** the **next academic session**.

Exam Timetable

Exam timetables are **published** at least 3 weeks before the relevant exam and will be available from your Student Services Officer or Registrar when you have applied and been registered for an exam.

Late Applications

Late applications may not always be accepted and are subject to School approval. The school is not required to provide an exam for a course with no students registered for the resit exam by the resit exam application deadline. Students who apply late are not guaranteed an exam will be scheduled and may find they will have to resit their exam(s) at a future exam date. Equally if a clash occurs in your timetable due to your making a late application, please speak to your Student Service Advisor. If they cannot make alternative arrangements you will need to wait until the next available exam date. In some cases this will affect a student's automatic programme progression to the new session ahead. Therefore be sure to apply before the Re-sit Application Deadline.

The late fee of \$500 will apply to all applications made after the deadline date.