

UNITAR College
3 01A Level 1, Tierra Crest
Jalan SS6/3 Kelana Jaya
47301 Petaling Jaya, Selangor
Tel: +603 7627 7200 Fax: +603 7627 7238



SPECIAL EXAMINATION APPLICATION FORM

INSTRUCTION: Student is required to read **IMPORTANT GUIDELINES** carefully. Please fill up the form completely.

Full Name (CAPITAL LETTER)																					
Matric No.																					
Programme																					
Email											Contact No.										

REASON FOR APPLICATIONS *(Please √ in the appropriate box)*

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Special Final Examination

Must submit with complete supporting documents e.g. MC, medical report, death Certificate, invitation letter etc. Must settle all outstanding amount.
Please refer to Academic Rules and Regulation. Section 6, Clause 6.2 applied.

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Financially Barred

Must settle all outstanding amount.

Note: A fee of RM100 per course will be imposed to the student for all kinds of applications.

Please state the course(s) you wish to sit for the special examination.

NO.	COURSES CODE	COURSE TITLE	FOR OFFICE USE : Continuous Assessment Marks
1			
2			
3			
4			
5			

Student's Signature

_____/_____/_____
Date:

FOR OFFICE USE

For Faculty/ School Approval:	For Student Account Department:	For Academic Centralised Services Dept :
<p>Please tick √)</p> <div style="display: flex; align-items: center;"> <input style="width: 30px; height: 20px; margin-right: 5px;" type="checkbox"/> Approved <input style="width: 30px; height: 20px; margin-left: 20px; margin-right: 5px;" type="checkbox"/> Not Approved </div> <p>Signature & Stamp _____</p> <p>Date: ____/____/____</p>	<p>Total Outstanding : _____</p> <p>Special Exam Fees : _____</p> <p>Receipt No : _____</p> <p>Signature & Stamp _____</p> <p>Date : ____/____/____</p>	<p>Updated on : ____/____/____</p> <p>Remarks: _____</p> <p>Signature & Stamp _____</p> <p>Date: ____/____/____</p>

