York St John University **Registry**

Application for Internal Repeat of Failed or Deferred Modules

QA Ref: STU23; Maintained by: Registry; Last updated: August 2009

GUIDANCE NOTES

Please complete sections 1 and 2 below, and obtain a signature of approval from your **Faculty**. You must then obtain a countersignature from staff at the **Finance Office**, who will confirm the total repeat tuition fee due. The standard tuition fee for a module in 2009/10 is **£215**, though certain conditions and exceptions apply. For **deferred modules** the Finance Office will advise whether any cost is involved.

When you have completed sections 3 and 4, hand this form and fees payable to the **Finance Office**. They will process the form and pass the information on to **Registry**. Cheques should be made payable to **York St John University**. Upon completion of the process, staff from **Registry** will e-mail you confirmation of your module registration and will send instructions on how to re-enrol for the new academic year.

1 About you

Name		Student ID	
Programme of Study		Level of Programme	

2 Modules to be repeated

Please list the module(s) you wish to repeat as an internal student in 2009/10

Module Code	*Module Title*

3 Student declaration

I understand that marks for any failed module may not exceed the minimum pass mark as designated by the University, i.e. 40 for undergraduate modules and 50 for postgraduate modules. For deferred modules the pass mark is not capped.

I understand that I am responsible for the full module fees for the above.

Signature _____ Date _____

4 Required countersignatures

Faculty Signed _____ Date _____

Name _____

Finance Signed _____ Date _____

Name _____ Fee payable £_____

5 For Registry use

Signed _____ Date _____

Name _____