

## REQUEST FOR FEE WAIVER FORM

**This form is only to be submitted by students who have NOT paid fees for unit(s) that have no internal assessment marks**

Please PRINT (WRITE IN CAPITAL LETTERS) the required information clearly.

### SECTION A: PERSONAL DETAILS

ID NUMBER:

TITLE:	FIRST NAME:	MIDDLE NAME:	LAST NAME:
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Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Are you sponsored or private?  Private  Sponsored Name of Sponsor: \_\_\_\_\_

### SECTION B: COURSE DETAILS

1. Course:

2. State the units you are requesting for a fee waiver. Attached documents e.g. invoice, enrolment confirmation.

Unit Code	Year & Semester	Reasons for fee waiver	Fee Invoice No.	Amount	Admin fee Receipt No.	Date

**Note:**

- i. You are required to pay administration fee of **\$50** prior to submitting this form. Please see fee schedule for current fee.
- ii. If your request is approved, you are required to pay an additional Late Withdrawal fee of **\$100**.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICIAL USE ONLY

#### SECTION C: FACULTY VERIFICATION AND APPROVAL

Semester & Year	Unit Code	Internal Assessment Mark	Final Examination Mark	Grade	Unit Coordinator Name	Comment

Approve for fee waiver

Not approve for fee waiver

Authorizing Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION D: LATE WITHDRAWAL FEE (Attached copy of receipt)**

Receipt No. \_\_\_\_\_ Amount paid: \_\_\_\_\_ No. of Units: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION E: SMS AND ATTACHÉ UPDATES**

**SMS Update**

Withdrawn units without penalty.

Student Academic Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**Attaché Update**

Unit(s) fees waive

Finance Officer: \_\_\_\_\_

Date: \_\_\_\_\_