



## REQUEST TO REPEAT A COURSE

*In accordance with Policy AC4 a student may register for the same course a maximum of two times. A withdrawal is considered a registration. Students are not permitted to register in a course more than twice unless they have approval to do so.*

*To request approval, submit this form to any Student Enrolment Services office ([www.kpu.ca/ses](http://www.kpu.ca/ses)) in person or by fax: 604.599.2086.*

### DEADLINE TO SUBMIT:

Last Friday before classes start

**Forms will be accepted once the semester timetable is published.** The deadline to submit is the Friday before the first week of classes.

*The processing time is approximately 5 – 7 business days. Approval is not always granted and an appointment with an Academic Advisor may be required; this could extend the processing time.*

**Regularly check your KPU email account.** You will be contacted by email or telephone.

*If granted, approval is for one semester only. If you do not register for this course you must submit a new request for a future semester.*

Student Information		
Student ID	Name	
Phone Number	Course (subject & number)	Term & Year
At which campus do you prefer to access Academic Advising Services? Richmond <input type="checkbox"/> Surrey <input type="checkbox"/> Langley <input type="checkbox"/> Cloverdale <input type="checkbox"/>		Student Signature
Are you an International student? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date

**Please answer the questions on the next page and provide sufficient detail to allow an informed decision.**

Office use only		
Received by: Name & department (please print)	Date Received	
Reviewed by: Name & department (please print)	Date Processed	Request has been: <input type="checkbox"/> Denied <input type="checkbox"/> Approved
Authorizing Signature:	Notes:	

