# **PGT- HOME – Repeat WITH Attendance Request Form**

This form is to be completed in the following cases:

A student would be disadvantaged by the requirement to repeat modules without attendance. (PGT - Home students)

**SECTION 1 (Student to complete)**

Student Name:

Student ID:

Date of Birth:

Course Code:

Course Name:

Course End Date:

Please explain below the reason for the request and the evidence you are submitting in support of your request:

**SECTION 2 (School to complete - *to be completed by School Administrator/Academic*)**

The School confirms resource is available and that the student understands they will have a full attendance requirement and be subject to the attendance monitoring regulation.

Signed:

Name:

Title/Role:

Date:

Home students: Send to Registry for final approval (regsvariations@hud.ac.uk)

**SECTION 3 (Registry to complete)**

I confirm that the necessary measures have been taken and the student has provided suitable evidence.

Signed:

Name:

Title/Role:

Date: