

EXAMINATION RESIT APPLICATION

Academic Registry • 3 Cleary Street • Private Bag 31914 • Lower Hutt 5040 • New Zealand

Phone 0508 650 200 • 04 913 5300 • Fax 04 913 5582 • www.openpolytechnic.ac.nz • exams@openpolytechnic.ac.nz

Personal Details - Please print clearly

Family Surname _____

Given First Name(s) _____

Home Address _____

Student number

Signature _____

Date / /
day month year

Telephone () _____

Fax number () _____

Payment Options - Resit fee is \$200 for each course

My cheque is enclosed

Please debit my

For office use only

Mastercard

Visa

Expiry Date

Fee received (code 163 31023)

/
month year

Card number

For the amount \$ _____

Cardholder's name _____

Cardholder's signature _____

Internet Banking (You must use your Student ID Number as a reference when you make your payment and quote 'resit')
Set up Open Polytechnic as a Bill Payee with your bank, or use the following details to action your payment:
Bank: ANZ **Account Number:** 01-1824-0005423-000
Account Name: The Open Polytechnic

Examination Details

Please enter me to resit the final examination in the following course(s):

Course Code	Course Name

Office Use Only

I confirm that this student is eligible to resit the course(s) listed above

I confirm that this student is ineligible to resit the course(s) listed above

Signature _____

Date / /
day month year

Entered on spreadsheet if eligible

Date / /
day month year

Student notified

Date / /
day month year

Eligibility to Resit Examinations

- See Student Handbook for further information

- Applications to resit must be received by us not later than **20 working days** after the date of official notification of course results.
- You must have successfully completed all the in-course summative work for the course and achieved an average mark of not less than 40%. You must also meet any special requirements stated in specific programme regulations.
- The course has not been redeveloped and/or weightings for the in-course summative assessments and final examination have not changed.
- You may apply to re-sit an examination only once per enrolment in that course.
- Applications must be accompanied by the prescribed fee – applications cannot be paid for by student loan.
- If for any reason you are found to be ineligible to resit the final examination(s) in your nominated course you will be notified in writing. The fee will be refunded to you in full.