

**FOUNDATION ENGLISH PROGRAMME  
APPLICATION FORM FOR MAKE-UP EXAMINATION**

Please submit this application form together with supporting document(s) within three working days after the missed examination. Late application or application without supporting document(s) will not be processed.

**Part I: To be filled in by student**

Name: \_\_\_\_\_

Student No: \_\_\_\_\_

Contact No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Exam missed:

\_\_\_\_\_

Reasons for absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Part II: For office use**

I recommend / do not recommend the applicant for make-up examination.

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Programme Head: \_\_\_\_\_

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