



## PETITION FOR REEXAMINATION

In accordance with the policy for re-examination, a group leader may petition a reexamination on behalf of a student in his/her group provided that:

1. The student who has failed was faithful in attendance and studies.
2. This form is completed and faxed or mailed to the office of the registrar and is accompanied by a check or credit card payment of the reexamination fee.
3. The reexamination is returned to the office of the registrar no later than six weeks after the grades have been received by the group leader.

Student's name \_\_\_\_\_ Student's ID# \_\_\_\_\_

Course name \_\_\_\_\_ Semester:  Fall  Spring Year \_\_\_\_\_

Briefly explain the student's circumstances that warrant the retaking of the final for this course.

---

---

---

### Reexamination Fee

Enclosed is a check for  \$7.00 (Level One) OR for  \$9.00 (Level Two) payable to INSTE.

If paying by credit card, please fill out the following

Cardholder name (as it appears on the card) \_\_\_\_\_

Credit Card number \_\_\_\_\_

Expiration date \_\_\_\_\_ Type of card  Visa  MasterCard CVS \_\_\_\_\_  
last three numbers on back of card

Current Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

### The reexamination will be mailed to the group leader.

Group Leader's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_