

## Petition for Reexamination

In accordance with the policy for reexamination, 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, mailed, or emailed to the office of the registrar while accompanied with a check or credit card payment for 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 INFORMATION

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

Church ID#: \_\_\_\_\_ Email: \_\_\_\_\_

### COURSE INFORMATION

Course name: \_\_\_\_\_ Course ID#: \_\_\_\_\_

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

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### SHIPPING INFORMATION

- Online exam (Must already have a Moodle account with INSTE)  
 Paper exam (Church based students only)

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

Group leader's name: \_\_\_\_\_ Email: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### REEXAMINATION FEE AND PAYMENT INFORMATION

The reexamination fee is \$25 per student.

- Credit Card  Money Order # \_\_\_\_\_  Check # \_\_\_\_\_

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Exp. Date ___/___/___ CVS _____	Billing Address: _____
Number: _____ - _____ - _____ - _____	City, State, Zip: _____
Print Name: _____	Authorized Signature: _____

#### For Office Use Only

Sent:	Invoice#	Dated:	AMT\$
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