



LAW03 – Application for Exemption

Note

- Please note that this form is applicable to undergraduate students only (i.e., Undergraduate and graduate LLB students).
- Complete all sections **(A, B and C)** of this form.
- Attach supporting documentation, if appropriate. This may include medical certificates.
- This application will be considered by the Deputy Dean Undergraduate Studies: A/Prof Jameelah Omar
- Please ensure that you submit the request **within 5 days** of missing your deadline / test.
- Send your completed application and supporting documents to: deputydean.law@uct.ac.za.
- Please use the following standard email subject line: Prefix **UG** together with your **student number** and the word **“Exemption”**. (Example subject line: **UG SMTJON123 Exemption**)
- **Late and incomplete applications will not be considered.**

A. Student Details

First Name		Last Name	
Current Degree / Programme		Student Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Academic Level	UG	Academic Year of Study (AYOS)	
Email Address		Contact Number	
Term Address			

B. Exemption Details

Exemption Type			Course Code and Course Name	Due Date	Work submitted		Description/ Tutor Name
Class Test	Essay/ Assignment	Other			Yes	No	
Motivation from student (supporting documentation to be attached)							

C. Student Declaration

I declare that the above information is correct in all respects			
Signature		Date	

Faculty Office Use Only		Exemption Granted		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Approval: Deputy Dean	Signature		Date				
Captured: Faculty Office	Signature		Date				



Exemption procedure for assessments: (including class tests, essays and assignments)

- All applications for exemptions will be considered on their merits.
- Exemptions will only be allowed in exceptional circumstances.
- Written application must be made, by completing all sections of this form and attaching supporting documentation.

Requirements

- 1) Complete all sections (**A, B and C**) of the **LAW03 - Application for Exemption** form.
- 2) Attach supporting documentation, if appropriate. This may include medical certificates.
- 3) This application will be considered by the Deputy Dean: Undergraduate Studies, A/Prof Jameelah Omar.
- 4) Please ensure that you submit the request **within 5 days** of missing your deadline / test.
- 5) Send your completed application and supporting documents to: deputydean.law@uct.ac.za.
- 6) Please use the following standard email subject line: Prefix **UG** together with your **student number** and the word "**Exemption**". (Example: **UG SMTJON123 Exemption**).