

This form is used to request for the make up lesson that the participant has missed during their absence of the course in Professional & Adult Continuing Education (PACE) Academy.

Participant must seek the agreement of the lecturer before attending the make up class. The form must be verified by the lecturer before submission.

Submit the **original form** to Professional & Adult Continuing Education (PACE) Academy within 5 working days on the stated date.

Name			
NRIC/FIN/Passport No.			
Contact Number		Email	
Course Title			
Module Title			
Module Code			
Date and Time of the Original Lesson		Date and Time of the Make Up Lesson	
Reason(s) for Make Up Lesson			

SUBMITTED BY

Signature of Applicant: _____ Date: _____

VERIFIED BY LECTURER

The participant has attended the make up lesson as mentioned above.

_____ Lecturer Name/ Signature/ Date

FOR OFFICE USE	
Accepted By : _____ Date: _____ Option Code: _____ Admit Term: _____ Run No. _____ Completed On: _____ By: _____	Attendance : _____ Remarks: _____