

VARIATIONS TO EXEMPTIONS INSTRUCTIONS

1. In order to be eligible for EXEMPTIONS you must have been granted CREDIT FOR PREVIOUS STUDIES (CPS).
2. The credit point value of EXEMPTIONS granted at each level cannot exceed credit granted *at that level* (see Note 1 on Variations To Exemptions Form).
3. Variations To Exemptions Forms can only be processed after the student's transcript has been checked (see Note 2 on Variations to Exemptions form).
4. Variations To Exemptions Forms (after the appropriate academic signature/s have been obtained) must be submitted to the Student Enquiry Service, Level 1 Lincoln Building, for processing.

After this form has been authorised by the relevant Exemptions Officers, return it to the Student Enquiry Service for processing. The processing of Variations to Exemptions Forms can take 1 – 3 weeks depending on the time of year. Check with the Student Enquiry Service after three weeks whether your Variations To Exemptions has been loaded into the student system.