To

The Director
Institute of Business Administration (IBA)
University of the Punjab
Lahore.

Subject: Application for Repeating Course.

Respected Sir,

It is submitted that I am student of this institute and my particulars are as under:-

Name: __________________________________________________________
Roll No. ____________________ Program ________________________
Session ____________________ Semester ________________________
Contact No. ____________________ E-mail ________________________

I want to repeat the following course(s):-

Course(s) Name __________________________________________________
Instructor's Name(s) _____________________________________________

Reason (Tick any one)  i) Fail in the subject  
                       ii) Obtained “D” grade in the subject

It is, therefore, requested that I may be allowed to repeat the above mentioned course(s) under the rules.

Yours Obediently,

Student’s Signature______________
Date ________________

(For Office Use)        Diary No. ________________
Date ________________

Remarks of the Examinations Assistant:-

Assistant Controller Examinations:-

Incharge Examinations:-

Incharge Evening Program:-

Director-IBA:-