

**EXEMPTION REQUEST FORM**  
**FORM: RPL 04****To:** Admissions Dept.Regional Campus: Application Date: 

I am applying as a: (tick)

☐

New Student

☐

Continuing Student

☐

International Student

Year of Study.....

Country.....

**1.0 Personal Information** (Please Print)

Surname.....

First Name(s).....

Date of Birth.....

ID/Passport No.....

Student Number.....

Gender.....

Work address.....

Contact Numbers

Home.....

Work.....

Cellphone.....

Fax .....

Email Address.....

**Special Needs/Disability Status**

Give detailed information about your special needs if any [eg Hearing, sight, speech etc]

**2.0 Courses to be Exempted From**

The RPL Policy governs the minimum number of courses for which exemption can be granted. The applicant can be accorded exemptions for at most 40% of the courses in a programme and they will be required to complete at least 60% courses with BOU. If exemption is granted, the candidate will be exempted from doing the course/s.

i. Name of the School offering the Programme (Tick)

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School of Business and Management Studies

☐

School of Social Sciences

☐

School of Science and Technology

☐

School of Education

ii. Name of the programme you have been admitted for:

.....

iii. Complete Table 1 below indicating the name/s and code/s of courses you want to be exempted from.

**Table 1 Courses to be exempted**

University/ Institution Name	Course Code	Course Title	Year Taken	BQA NCQF Level	Credits	Equivalent BOU Course
(Example) University of Botswana	COMP201	Database Sys- tems	2012	7 (for Degree etc.)	15	TDB721

### 3.0 Checklist

Please ensure you have included every item needed to process this application by ticking the yes /no columns, for the list provided in Table 2.

**Table 2 Checklist**

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Items	Yes	No
Certified copies of Transcript and Certificate		
Certified copy of Identity (Oman/Passport)		
Admission letter		

- I give permission that all my documents of evidence should be verified for authenticity.
- I accept that any evidence I submitted, if found false can result in cancellation of this application.
- I have kept aside a copy of this application with its supporting documents.

PLEASE SEND THE COMPLETED FORM TO: [rpl@bou.ac.bw](mailto:rpl@bou.ac.bw)

Signed at ..... On .....

Applicant Signature.....