



## REQUEST FOR EARLY FINAL EXAMINATION BOOKKEEPING CERTIFICATE ONLY Distance Education

When completing this form please refer to the Distance Education Bookkeeping FAQ for when it is appropriate to request an early exam. Early exams are only approved for students who would like to complete the program in consecutive start dates. **Students can only request an early exam if they have completed all course work early.** Please note the decision for approval of this request is at the ***sole discretion*** of the Director, or Designate. Once you have completed part A of this form, please return to [exams@okanagan.bc.ca](mailto:exams@okanagan.bc.ca)

### PART A – Student: Complete Part A of this form

Name:	
Student ID: (300xxxxxx)	
Phone:	
Email:	
Home Campus:	
Course: (BOOK 100, BOOK 110, BOOK 120)	
Course Start Date:	
Tutor:	

**Reason for Request (Include your requested early completion date):**

### PART B – Distance Education: Submit this form to the Distance Education office for the completion of Part B

<b>Tutor Approval Attached (check for yes)</b>		<b>Request Approved (check for yes)</b>	
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<b>Signature:</b>	<b>Comments:</b>
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