###### APPLICATION FOR REINSTATEMENT OF REGISTRATION

**(Not applicable to Research programmes and PolyU award programmes administered by SPEED)**

**NOTES TO STUDENTS**

1. Application for reinstatement of registration should be submitted within 2 weeks from the date of nullification of registration on programme/subject and will only be considered under exceptional circumstances. A completed form should be returned to the Programme Offering Faculty/Department. A student will be advised of his/her application result within 7 days after submission of application, by the Programme Offering Faculty/Department. Please note that this form is not applicable to Research programmes and PolyU award programmes administered by SPEED. Please visit the website of the Graduate School (<http://www.polyu.edu.hk/gs/>) or SPEED (<http://www.speed-polyu.edu.hk/>) for details of their application procedures.
2. An application fee of HK$500 should be settled before submitting this application. The application fee paid is NOT refundable regardless of the application result.
3. Please note that the information given in the form will only be used for the processing of this application.

# I. PARTICULARS OF STUDENT

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Student No. |  |  |  |  |  |  |  |  |  |

 Programme Stream

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Programme Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  | \_ |  |  |  |

 Department

|  |  |  |  |
| --- | --- | --- | --- |
|  Day-time Contact Number |  |  |  |
|  |  |  |  |
|  Contact E-mail |  |  |  |

## II. APPLICATION FOR REINSTATEMENT OF REGISTRATION

I understand that my study has been discontinued due to my failure to perform the following (please tick as appropriate):

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| --- | --- | --- |
|  |  |  |
|  |  | (1) Have not settled tuition fee after the deferred payment date |
|  |  |  |
|  |  | (2) Have not settled tuition fee/fee for retention of study place for the new semester/academic year by the |
|  |  |  payment deadline |
|  |  | (3) Have not settled fee for subject adjustment by the payment deadline |
|  |  |  |
|  |  | (4) Have not completed subject registration/applied for zero subject enrolment by deadline  |
|  |  |  |
|  |  | (5) Tuition fee paid by cheque/PPS/Internet Banking Bill Payment Service/ATM was rejected by the bank |

**III. JUSTIFICATIONS**

Justifications to apply for the reinstatement of registration must be provided:

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**IV. PAYMENT** (Please note that the fee paid is NOT refundable regardless of the application result)

|  |  |
| --- | --- |
|  | I have settled the reinstatement application fee via PolyU Online Payment Portal<https://popp-fo.polyu.edu.hk/enUS/portal/event/D0564A6001/AR02>(PolyU Reference No: G-AR ).**Note:** A copy of the payment confirmation email from PolyU Online Payment Portal should be attached when submitting this form. |

Signature of Student Date

FOR OFFICE USE

**I. Recommendation of Programme Offering Faculty/Department**

I \*recommend/do not recommend that the status of the student (\*and subject registration records) be reinstatedin Semester \_\_\_\_\_ of the \_\_\_\_\_\_\_ / \_\_\_\_\_\_ academic year.

(\* *Please delete where inappropriate*)

Comments, if any:

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Signature of DELO/Officer in charge Department

Name in Block Letters Date

**II. Decision of Programme Offering Faculty/Department**

I \*approve/disapprove that the status of the student (\*and subject registration records) be reinstatedin Semester \_\_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_ academic year.

(\* *Please delete where inappropriate*)

Comments, if any:

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Signature of Department Head Department

Name in Block Letters Date

**III. Record of Actions Taken**

1. Application received and payment confirmation email checked by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (staff name) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).
2. Student informed of his/her application outcome by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (staff name) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), and if approved, to settle the outstanding tuition fee.
3. Where applicable, student status reinstated (updated to "Active") on (date).