

Application for Reinstatement of Registration

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Mode of Study Full-time Part-time

Student No.

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Programme Code Stream Code

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

II. REASON(S) FOR APPLYING FOR REINSTATEMENT OF REGISTRATION

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

- Have not completed the registration procedures by the scheduled registration period (applicable to new admittee)
- Have not settled tuition fee/ fee for retention of the study place for the new semester/ academic year by the payment deadline
- Have not settled the tuition fee after the deferred payment deadline
- Have not settled fee for subject adjustment/ credit transfer by the payment deadline
- Have not completed subject registration/ applied for zero subject enrolment by deadline
- 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.

Signature of Student _____ Date _____

IV. FOR OFFICE USE ONLY

- Notification of settling the application fee sent to student by _____ on _____
- Application fee has been settled by the student
- This application is **approved / rejected** * by Head of Programme Administrative Hosting Division concerned or his/her delegate, and the status of student (and the subject records *) will be reinstated in Semester **One/Two/Summer Term*** of the Academic Year 20____ / _____:

Signature _____ Date _____
(Name & Position: _____)

- Application result sent to student by _____ on _____, and for approval case, student notified to settle the outstanding tuition fee
- Where applicable, student status updated to Eligible to Register by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. Application for reinstatement of registration should be submitted **within two weeks** from the date of nullification of registration on programme/ subject and will only be **considered under exceptional circumstances**.
2. You should complete Sections I, II and III of the form and return it to General Office of the Programme Administrative Hosting Division concerned.
3. A non-refundable reinstatement application fee of **HK\$500** will be charged.
4. You will normally be notified of the result of the application in writing within seven working days after receipt of the application.
5. The information given in this form will only be used for processing this application.

General Offices of Academic Divisions

Division of Business and Hospitality Management (BHM)

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Telephone: 3746 0988

E-mail: do.bhm@cpce-polyu.edu.hk

Division of Languages and Communication (LC)

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Telephone: 3746 0929

E-mail: do.lc@cpce-polyu.edu.hk

Division of Science, Engineering and Health Studies (SEHS)

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Telephone: 3746 0388

E-mail: do.sehs@cpce-polyu.edu.hk

Division of Social Sciences, Humanities and Design (SSHD)

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Telephone: 3746 0998

E-mail: do.sshd@cpce-polyu.edu.hk