

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 the following (*please tick the box as appropriate*):

- I have not completed registration procedures by the scheduled registration period (*applicable to new admittee*)
- I have not completed subject registration/ applied for “retention of study place/ zero subject enrolment” by deadline
- I have not settled tuition fee/ fee for “retention of study place/ zero subject enrolment” for the new semester/ academic year by the payment deadline
- I have not settled fee for subject adjustment by the payment deadline
- I have not settled tuition fee by the deferred payment deadline
- Tuition fee paid by cheque/ PPS/ Internet Banking Bill Payment Service/ ATM etc. was rejected by bank

III. JUSTIFICATION(S)

Justification(s) to apply for the reinstatement of registration **must** be provided:

Signature of Student _____ Date _____

IV. FOR OFFICE USE ONLY

- Debit note for application fee and notification sent to student by _____ on _____
- Application fee settled on _____ and checked by _____
- This application is **approved/ rejected** * by Head of Programme Administrative Hosting Division concerned or his/ her delegate

Signature _____ Date _____
(Name & Position: _____)

- Application result sent to student by _____ on _____
- (*For approved case*) Outstanding tuition fee settled on _____ and checked by _____
- Computer record updated 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 the CPCE Academic Registry.
3. A reinstatement application fee of **HK\$500** will be charged. The application fee paid is **non-refundable** regardless of the application result.
4. You will normally be notified of the result of the application in writing **within seven working days** after receipt of the application and the application fee.
5. The information given in this form will only be used for processing this application and/ or statistics purposes.

CPCE Academic Registry

For Degree programmes

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: sp.car@speed-polyu.edu.hk

Telephone: 3746 0900

For Associate Degree/ Higher Diploma programmes

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

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

E-mail: cc.car@hkcc-polyu.edu.hk

Telephone: 3746 0900