

Application for Reinstatement of Registration

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name	_____	Student No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Programme Title	_____	Programme Code	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Contact No.	_____	Stream Code	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Mode of Study	☐ Full-time ☐ Part-time												

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 in full or partially was rejected by bank

III. JUSTIFICATION(S)

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

Signature of Student _____ Date [Click or tap to enter a date.](#)

IV. FOR OFFICE USE ONLY

- ☐ **Debit note/ POPP hyperlink** * 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 be **considered only under exceptional circumstances**.
2. You should complete Sections I, II and III of the form and submit it to the CPCE Academic Registry.
3. A reinstatement application fee of **HK\$500** will be charged for the 2026/27 academic year, which is subject to annual review. Payment can be made by Octopus, through PolyU Online Payment Portal (POPP) or using the debit note obtainable from the CPCE Academic Registry. The application fee paid is **non-refundable and non-transferable** regardless of the application result.
4. You will normally receive written notification of the application result **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 statistical purposes.

Submission Method:	Email:	cpce.ar@cpce-polyu.edu.hk
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