

Registry

Application for Reinstatement of Registration

Ref. No.:

RI- _____ - _____

Please read the notes below before completing this form:

1. Reinstatement of registration will only be granted if students have settled all the outstanding fees owe to the College.
2. A fee of HK\$400 is required for reinstatement of registration.
3. Payment should be made at the Finance Office (10/F, Tower A, Mongkok Campus). Completed application form for reinstatement of registration should be submitted to the Registry (20/F, Tower A, Mongkok Campus).
4. Students who have been de-registered from their studies at the College are NOT eligible for reinstatement of registration.
5. The information provided in this form will only be used for processing this application. The Registry will keep the personal data provided confidential and may disclose it to appropriate personnel in the College for handling of the application when deemed necessary and appropriate.

Section A: Student Particulars

Name(Mr/Miss/Ms*): _____ (_____) Student No.: _____
English Name in BLOCK letters Chinese Name

Programme of Study: _____ (Major: _____) Phone No.: _____

Personal Email: _____

Correspondence Address: _____

Are you a non-local student requiring a student visa to stay in Hong Kong? Yes No (Please "✓" as appropriate)

Section B: Reason for Application

Reason for applying for reinstatement of registration. (Please "✓" the appropriate box)

tuition fees & other outstanding fees have been settled / application for payment deferral has been submitted

others, please specify: _____

Signature of applicant: _____ Date: _____

Section C: Decision of School Dean

(Please "✓" as appropriate)

APPROVED the reinstatement of registration.

DISAPPROVED the reinstatement of registration with comments:

Name:

Signature:

Date:

For FO use only (Form REG-10)

Outstanding fees cleared: Yes / No Outstanding fee: \$ _____

Reinstatement fee paid Receipt No.: _____

Handled by _____ on _____

For REG use only (Form REG-10)

Application for payment deferral

approved on _____

Handled by _____

For REG use only (Form REG-10)

1. Receive application form by _____ on _____

2. Scan form and pass to Programme Officer by _____ on _____

3. Send to School by _____ on _____; Receive from School by _____ on _____

4. Update "Enrolled" status in PowerCAMPUS by _____ on _____; Clear stop list by _____ on _____; Add course(s) / Remove "UW" grade(s) by _____ on _____

5. Notify student (cc School & FO) by _____ on _____

6. Notify ITSO/Library/SAO to re-activate Email/Blackboard/Library account by _____ on _____

7. Scan AND File by _____ on _____