

REINSTATEMENT OF STUDY
(PRE-UNIVERSITY AND UNDERGRADUATE PROGRAMMES)

1. Reinstatement of Study

1.1 For students withdrawn and would like to reinstate into the SAME Semester (EXCEPT students previously on EZ status)

Deadline: end of week 8 (for long semester)/week 4 (for short semester)

(i) Withdrawn due to non-payment of fees

There is NO application required. Students are to proceed to Bursary Department to pay their fees together with the reinstatement fee (RM150).

Note: It is the responsibility of the students to ensure that they meet the attendance requirements for examinations/evaluations.

(ii) Withdrawal by students/Withdrawn due to non-compliance in verification of results or dual student status

Application is to be made on the prescribed form and submitted to the respective Faculty/Centre/Branch Campus/Branch.

Students who wish to reinstate their study after the deadline are to submit their application to the respective Faculty/Centre/Branch Campus/Branch. Such applications may be considered on a case-by-case basis.

1.2 For students who had/were withdrawn and would like to reinstate into SUBSEQUENT Semester/s (EXCEPT students previously on EZ status)

Deadline: 1st day of commencement of the semester that the students wish to be reinstated into

Application is to be made on the prescribed form and submitted to the respective Faculty/Centre/Branch Campus/Branch.

Applications submitted after the deadline may be considered on a case-by-case basis.

1.3 For students previously on EZ status who had/were withdrawn

(i) Withdrawn due to non-payment of fees and would like to reinstate into the SAME Semester

There is NO application required. Students to proceed to Bursary Department to pay their fees together with the reinstatement fee (RM150).

(ii) Withdrawn due to non-payment of fees and would like to reinstate into SUBSEQUENT Semester/s
Withdrawal by students and would like to reinstate into SAME or SUBSEQUENT Semester/s

Application is to be made on the prescribed form and submitted to the respective Faculty/Centre/Branch Campus/Branch.

2. Application for reinstatement of study including Dual Award (if applicable) is subject to the approval of the University College. Students will be notified on the outcome of their application via email by the Department of Admissions & Credit Evaluation.

3. The approval for reinstatement of study is to reinstate the students' status. Upon successful reinstatement, students shall still be subjected to all rules, regulations and guidelines to be eligible for examinations/evaluations.



APPLICATION FOR REINSTATEMENT OF STUDY
(PRE-UNIVERSITY AND UNDERGRADUATE PROGRAMMES)

Name: _____ Registration No.: _____

Contact Number: _____ Personal E-Mail: _____

Programme: _____ Campus: _____

Year & Semester of study when you left the University College: _____

On Dual Award Programme: No Yes, Partner University: _____
(where applicable and to be filled in by Bachelor Degree student only)

I would like to be reinstated as a student as follows:-

Semester: _____ Year: _____

To also apply for reinstatement into Dual Award: Yes No
(where applicable and to be filled in by students who are on Dual Award)

My circumstances leading to my withdrawal and my interest to resume my study (use a separate sheet if necessary):-

I attached herewith relevant documents (e.g. medical report or other relevant documents) to support my application.

I declare that all information given is true and complete. I understand that the University College reserves the right to reject my application or withdraw any approval given if any information given by me is found to be not true or incomplete.

Signature: _____ Date: _____

FOR OFFICE USE

Date received by the Faculty/Centre/
Branch Campus/ Branch:

Date received by the Department of
Admissions & Credit Evaluation:

FOR OFFICE USE

A. To be completed by the Faculty/Centre/Branch Campus/Branch

No. of failed/outstanding course(s)		CGPA	Terminating session	Withdrawal status & session withdrawn		Class attendance	Change in programme structure
Repeat course(s)	Resit course(s)			TAR UC	Dual Award		
							Yes () No ()

Officer's Signature & Stamp: _____ Date: _____

B. Comments/Recommendation/Approval

(i) Comments/Recommendation by Associate Dean/Head of Division/Programme Leader

Comments: _____

Signature & Stamp: _____ Date: _____

(ii) Recommendation/Approval by Dean/Deputy Dean of Faculty/Head of Centre/Branch Campus/Branch

Recommended/Approved to be reinstated into Year _____ Semester _____, Session _____

For students on Dual Award, reinstatement including Dual Award Yes No

Not Recommended/Not Approved

Comments: _____

Signature & Stamp: _____ Date: _____

C. Action by Department of Admissions & Credit Evaluation

Student's previous status: _____

Action taken by: _____ Date: _____

Remarks: _____