

**APPEAL FOR REINSTATEMENT TO COURSE OF STUDY
(Only for full-time student who was deregistered from course)**



This form may take you 5 - 10 minutes to fill in. Please proceed to obtain the necessary endorsement before submitting to Student Services at Admin Blk 9, Lobby C, Level 2.

INSTRUCTIONS

1. Appeal for reinstatement to course of study may take up to 2 weeks for processing.
2. Complete Section A and obtain endorsement for Sections B and C, or B and D. If you have difficulties locating your Course Chair (CC), you may approach your school's General Office for assistance.
3. Reinstated students may be required to re-apply for financial scheme(s) when advised. You may check your financial scheme(s) status at: <https://bluesky.tp.edu.sg/WebUIDM/DM/SFWEA/DMLogin.aspx> after you have been reinstated.
4. Apart from getting endorsement from your CC, you will need to seek your CC's advice regarding your academic progression.

SECTION A: TO BE COMPLETED BY APPELLANT

Name: _____ Adm No: _____ IC/Passport No: _____

Course last attended: _____

Email: _____ Contact No: _____

Appellant's Explanation (attach additional paper if required):

Please read the following and indicate your agreement by ticking the boxes:

- I understand that the appeal for reinstatement will be considered on a case-by-case basis; and if granted, the reinstatement to the course of study may be effected in a subsequent semester.
- I will make full settlement (by AXS) immediately or arrange with Finance and Administration Department (FNA) for deduction through financial scheme(s) or approach Student Services for advisement on the application of financial assistance to settle the fees due to the Polytechnic.
- I will undertake steps to ensure that I pay my fees promptly in the future.

Signature of Appellant / Date

^ Tick the appropriate box

SECTION B: RECOMMENDATION & ENDORSEMENT BY SCHOOL

Recommendation by Course Chair (Tick one of the boxes below)

- Student to resume studies with immediate effect upon settlement of fees.
- Student to resume studies with effect from next Semester upon settlement of fees.

Next action to be taken by student (Tick one of the boxes below)

- If there is financial difficulty, please proceed to Student Services for advice on financial assistance – **Section C.**
- Proceed to FNA for settlement of fees and endorsement of **Section D.**

Endorsed by
Course Manager: _____
Stamp / Name & Signature / Date

SECTION C: ENDORSEMENT BY STUDENT SERVICES^

*Endorsement by Student Services is required if student has financial difficulties and requires financial assistance. **If financial assistance is not necessary, please proceed to FNA for endorsement (Section D).***

- Appellant has applied for financial assistance.

Endorsed by
Student Services: _____
Stamp / Name & Signature / Date

SECTION D: ENDORSEMENT BY FNA^

- Appellant has settled the outstanding fees due to the Polytechnic **in full.**
- Appellant has applied for financial scheme to settle the outstanding fees due to the Polytechnic **in full.**
- Appellant has provided evidence of payment (e.g. AXS receipt) and financial scheme application **in full:**

S\$ _____ via _____ (e.g. AXS), and

S\$ _____ via financial scheme application.

Endorsed by
FNA: _____
Stamp / Name & Signature / Date

After endorsement of Sections B & C OR B & D, please submit this form to Student Services to complete your request for reinstatement.

FOR OFFICIAL USE (AA)^

- Status updated
- Others: _____

Stamp / Name & Signature / Date

^ Tick the appropriate box