



APPLICATION FOR REINSTATEMENT OF STUDENT STATUS

Please read the notes before completing this form.

Please use capital letters.

I. PARTICULARS OF STUDENT
Name in Chinese (as printed on ID)
Name in English (as printed on ID)
Contact No.
Correspondence Address
Postal Code
E-mail Address
II. REINSTATEMENT INFORMATION
Program
Bachelor of Business Administration
Bachelor of International Tourism Management
Year
Reason for Reinstatement
Reinstatement after Deferral
Reinstatement after Suspension
Intend to Resume Study in 20\_\_/20\_\_ Semester

Personal Declaration

- 1. I hereby declare acceptance of the class arrangements, study plan and tuition fee as stipulated by Macau University of Science and Technology upon approval of reinstatement.
2. I have acknowledged and understood the Personal Data Collection Statement of Macau University of Science and Technology.

Student's Signature Date

(i) I II ( )
(ii) / 2,000

- (i)
(ii)
(iii)

Notes

- 1. A student who wishes to apply for reinstatement should follow the procedures specified below:
(i) Complete Section I & II of this form and submit together with copy of your Identity Card (both sides) before the date mentioned in the Deferral Notification Letter.
(ii) Students who have been suspended must pay MOP/HKD2,000 administration fee together with any other documentary proof to support the application.
2. With regards to the Rules and Regulations for Reinstatement of student status, please refer to the latest Student Handbook on "Student Status" and "Tuition Fees, Other Fees and Refund".
3. If deferral was due to health problems, students have to submit medical reports at the time of application.
4. Should a student's registration be terminated by the University, consent on the reinstatement of student status must first be sought from the School of Continuing Studies and student should fully understand the following:
(i) Student must complete all the graduation requirements within the prescribed study period, otherwise the degree will not be awarded.
(ii) If student is terminated owing to outstanding fees, payment of all outstanding fees must be settled before submitting this application.
(iii) The University reserves the right of making final decision about this application.
5. Students will be informed of the result in writing.
6. All fees paid are neither refundable nor transferable. Application will only be processed after payment is made and form is submitted.
7. All matters and disputes will be subject to the final decision of the University.

**III. FOR OFFICE USE ONLY**

<p><b>A) COUNTER</b></p> <p style="text-align: center;">/ 2,000</p> <p>Received MOP/HKD2,000 administration fee                      Receipt No. _____</p> <p>( _____ only applicable to suspended students)</p> <p style="text-align: center;">_____ Arrears have been settled.</p> <p style="text-align: center;">Receipt No. _____</p>	<p>Authorized Signature _____</p> <p>Date _____</p>
<p><b>B) COUNTER</b></p> <p style="text-align: center;">COES</p> <p>Application recorded in COES system                      Received by _____ Date _____</p>	
<p><b>C) SCHOOL OF CONTINUING STUDIES</b></p> <p>Attach suggested Study Plan    Effective Date _____</p> <p style="padding-left: 40px;">Current study plan _____</p> <p style="padding-left: 40px;">Study plan alteration:              No              Yes (              Change to _____)</p> <p>Staff's Comments: _____                      Staff's Signature: _____</p> <p style="padding-left: 40px;">Approved                                      H              Not Approved (Go to Part H)</p> <p>Remarks: _____</p> <p>Signature of the Director _____                      Date _____</p>	
<p><b>D) SCHOOL OF CONTINUING STUDIES</b></p> <p style="text-align: center;">Debit Note to be issued</p> <p style="text-align: center;">No issue of Debit Note</p> <p>Comments: _____</p> <p>Authorized Signature _____                      Date _____</p>	<p><b>E) LIBRARY</b></p> <p style="text-align: right;">Reset student's expiry date for</p> <p>borrowing services : _____</p> <p>Comments: _____</p> <p>Authorized Signature _____                      Date _____</p>
<p><b>F) SCHOOL OF CONTINUING STUDIES</b></p> <p>Effective Semester _____                      Effective Date _____</p> <p>Remarks: _____</p> <p>_____</p> <p>Authorized Signature _____                      Date _____</p>	
<p><b>G) IT OFFICE</b></p> <p style="text-align: center;">Student status updated</p> <p style="text-align: center;">Reset study plan</p> <p>Authorized Signature _____</p> <p>Date _____</p>	<p><b>H) SCHOOL OF CONTINUING STUDIES</b></p> <p style="text-align: center;">Profile recorded</p> <p style="text-align: center;">Cc to Accounts Office</p> <p style="text-align: center;">Student being notified the result in</p> <p style="text-align: center;">writing</p>