

Re-Enrolment Form

Personal Details	Student Name:
	Student ID:
Home Address	
	Postcode:
Contact Details	Mobile:
	Home Phone:
	Email:
Course	

☐	I understand that, I would be required to pay \$750 as re enrolment charge and also clear all the past overdue charges.
☐	I understand that, it is my responsibility to maintain adequate course progress upon re-enrolment.
☐	I understand that the decision to re-enrol a student solely rests with the Institute and is not automatic upon fee payment.

Student Signature:	Date
*Processing time is 5 business days	
Office Use Only	
Remarks of Academic staff:	
Duration spent in the course before cancellation of COE:	
Has the student completed more than 50% of their academic loads in the previous two consecutive stages?	
If not, what are the percentages?	
Signature:	Date
Remarks of Student Administration: Has the student been given any previous warnings for misbehavior?	
Signature:	Date
Remarks of Accounts Staff: What is the previous overdue amount and number of days (15, 30, 60 or 90 days or more)	
Signature:	Date
Remarks of CEO	Approved / Not approved
Signature:	Date
Has the student Interview History been updated? Yes / No	
Has the student been informed of the decision? Yes / No	
Date COE Created	Created By: