

REVERSAL OF INACTIVE / MISSING STATUS APPLICATION FORM

Instructions:

1. Please fill up the form completely.
2. Student must obtain Academic Department's approval; for reversal of * INACTIVE / MISSING before submitting the form for updated status by Admission and Student Records
3. Payment of RM100.00 reversal charges must be paid to Finance Department.

Full Name (CAPITAL LETTER)																														
Matric No.																														
Contact No.																Email														

Reason for NOT APPLYING for DEFERMENT*: (Please tick ✓)

- ☐ Unfamiliar with/ Unaware of Academic Regulation
- ☐ Others (please state) _____

Period of * Inactive / Missing Status*:

Semester: ☐ Feb _____ ☐ June _____ ☐ Sept _____ ☐ Other _____ (e.g: ✓ Sept2017)

I wish to continue my study at the College and to re-instate my Academic Status from MISSING to INACTIVE / INACTIVE to ACTIVE.

***Note:** Once course(s) has been registered, **INACTIVE** status will automatically change to **ACTIVE** status.

Students who are in missing status more than 3 consecutive semesters must attach an appeal letter to the Academic Manager, informing reasons for missing registration.

Student's Signature

____/____/____
Date

FOR OFFICE USE

For Academic Department:	For Finance Department:	For Admission and Student Records Department:
(Please tick ✓) ☐ Approved ☐ Not Approved Signature & Stamp _____ Date: ____/____/____	Total Amount: RM 100.00 Receipt No: _____ Signature & Stamp _____ Date: ____/____/____	Update on : ____/____/____ Remarks: _____ _____ Signature & Stamp _____ Date: ____/____/____