



APPLICATION FOR RESUMPTION OF STUDIES

SECTION 1: STUDENT AND CONTACT INFORMATION

*FIRST NAME, *MIDDLE NAME(S), *LAST NAME, *I.D. #, UCC EMAIL, CAMPUS ATTENDED, PHONE (HOME), (MOBILE), (WORK)

SECTION 2: PROGRAMME INFORMATION

LAST COURSE TAKEN

SECTION 3: WITHDRAWAL INFORMATION

DATE OF WITHDRAWAL, EXPECTED DATE OF RESUMPTION

SECTION 4: SIGNATURE

*NAME, *SIGN HERE, DATE

FOR OFFICIAL USE ONLY

Table with 4 columns: COURSE CODE, COURSE TITLE, DAY & TIME OF CLASS, LOCATION & SECTION #

APPROVED BY, FINANCIAL STATUS, VERIFIED BY, PROCESSED BY THE REGISTRY AND ACTION TAKEN

NOTE

- 1. The form should be completed in duplicate and submitted to the HOD/Programme Co-ordinator for approval.
2. Take signed form to the cashier and pay the prescribed processing fee and return one copy of the form to the Programme Coordinator.
3. PARTICIPANTS WILL BE SUBJECT TO ANY INCREASED TUITION FEES APPLICABLE AT THE TIME OF RE-ENTRY.
4. Before joining a class all relevant fees must be paid and registration status updated by SFS.
5. Students may be required to pay the cost of a new student I.D. if the one originally issued will expire prior to the new date of completion.
6. Students are encouraged to see the relevant section of the Student Handbook for details on the relevant policy.



APPLICATION FOR RESUMPTION OF STUDIES

SECTION 1 : STUDENT AND CONTACT INFORMATION

*FIRST NAME, *MIDDLE NAME(S), *LAST NAME, *I.D. #, UCC EMAIL, CAMPUS ATTENDED, PHONE (HOME), (MOBILE), (WORK)

SECTION 2 : PROGRAMME INFORMATION

LAST COURSE TAKEN

SECTION 3 : WITHDRAWL INFORMATION

DATE OF WITHDRAWL, EXPECTED DATE OF RESUMPTION

SECTION 4 : SIGNATURE

*NAME, *SIGN HERE, DATE

FOR OFFICIAL USE ONLY

Table with 4 columns: COURSE CODE, COURSE TITLE, DAY & TIME OF CLASS, LOCATION & SECTION #

APPROVED BY, FINANCIAL STATUS, VERIFIED BY, PROCESSED BY THE REGISTRY AND ACTION TAKEN

NOTE

- 1. The form should be completed in duplicate and submitted to the HOD/Programme Co-ordinator for approval.
2. Take signed form to the cashier and pay the prescribed processing fee and return one copy of the form to the Programme Coordinator.
3. PARTICIPANTS WILL BE SUBJECT TO ANY INCREASED TUITION FEES APPLICABLE AT THE TIME OF RE-ENTRY.
4. Before joining a class all relevant fees must be paid and registration status updated by SFS.
5. Students may be required to pay the cost of a new student I.D. if the one originally issued will expire prior to the new date of completion.
6. Students are encouraged to see the relevant section of the Student Handbook for details on the relevant policy.