



## Request for Reinstatement Office of the Registrar

Student ID # \_\_\_\_\_

Student name \_\_\_\_\_

Students who have been suspended from WJC for failure to register for courses must complete and submit this form to the Registrar's Office for consideration of reinstatement.

Reason(s) for failing to register for courses as required by WJC policy:

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*I understand that in order to be reinstated for the following semester, I must pay any outstanding balance and all fees associated with my reinstatement, including those that were incurred at the time I should have registered as required, to include the Continuing Doctoral Project fee.*

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Date*

I have met or spoken with the student concerning the reason(s) for failing to register for courses as required by WJC policy.

\_\_\_\_\_  
*Signature of Advisor/ Doctoral Project Chair*

\_\_\_\_\_  
*Date*

The student has made full payment/financial arrangements allowing reinstatement to the program.

\_\_\_\_\_  
*Signature Chief Financial Officer/Bursar*

\_\_\_\_\_  
*Date*

**Submit to Registrar's Office**