

APPLICATION FOR REINSTATEMENT TO PROGRAM

This form is for students who withdrew in good standing from a program at UNBC and are seeking to return. Please contact grad-office@unbc.ca to discuss your options prior to completing this form. Please note: reinstatement can only start at the beginning of a semester (Fall/September, Winter/January or Spring/May) and **must be requested at least 6 weeks prior to the start of the semester**.

STUDENT INFORMATION

First Name: _____ Surname: _____ Student ID # _____

Email: _____ Phone #: _____

Street Address: _____ City: _____ Province/State: _____

Country: _____ Postal/Zip Code: _____

PROGRAM INFORMATION

Original Date of Admission: _____ Degree and Program: _____

Prior Supervisor(s) Name(s) (if applicable): _____

Requested Reinstatement date (semester/year): _____

Have you attended another post-secondary institution since withdrawing? No Yes – official transcript required

Attach a letter stating your rationale for wishing to return to your program and outline your plans to complete your degree (including estimated time frame).

Attach proof of supervisor(s) support for reinstatement (email or letter). This is not required for students in course-based programs without assigned supervisors.

Attach a Program Approval or Program Revision form stating coursework (completed, to be completed, and/or transfer courses) that are requested to apply toward your degree completion requirements upon reinstatement.

Consent for Information Disclosure and Declaration of Applicant

- I am required to pay any outstanding tuition and fees in order to be eligible for reinstatement.
- It is my responsibility to review and meet degree requirements.
- The time limit to complete degree requirements is inclusive of time away and any further time approved will result in time extension fees if I extend past the time limit for my degree program (see 4.2 in the Academic Calendar).
- Switching full-time/part-time status is not permitted. I will be reinstated to the status I was at time of withdrawal. If I have completed coursework elsewhere, I must provide an official transcript. If transfer credit is being requested, this needs to be approved in advance on a program of study form (include form with this application).

Signature: _____

Date: _____

A reapplication fee of \$100 will be applied to your account on receipt of this form to grad-office@unbc.ca.