

TO: ALL LKC FES STUDENTS

**Reinstatement of Study**  
**(Termination of Study Due To Non-payment of Student Fees)**

According to University Regulation, a student who has been terminated by the University may apply for reinstatement. The deadline of the Reinstatement of Study form submission to Faculty General Office is on **20 July 2018 (Friday), before 12.00 noon**, for Dean's approval.

Students are then required to **settle the stipulated fees by 5.30pm, 20 July 2018 (Friday) after getting the approval for reinstatement, failing which the approval shall be deemed null and void.**

The general criteria for reinstatement:

1. there is still sufficient duration of study available for him to complete of the programme;
2. he could still meet the 80% (for undergraduate or foundation study) or 70% (for postgraduate study) attendance requirements for all courses taken for the trimester/semester; and
3. he has made payment of all the prescribed fees including arrears, penalty and administrative charges.

All students concerned are advised to adhere to the above-mentioned deadlines for reinstatement application and payment of student bill.

Thank you.

Faculty General Office  
Lee Kong Chian Faculty of Engineering and Science