

# Taught Student Registration Reinstatement Form 201920



Programmes and Assessment

UNIVERSITY OF LEEDS

|   |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|
| Student ID number :                               |  |  |  |  |  |  |  |  |  |
| First name(s):                                    |  |  |  |  |  |  |  |  |  |
| Surname:  |  |  |  |  |  |  |  |  |  |
| Programme of study:                               |  |  |  |  |  |  |  |  |  |
| Year of study:                                    |  |  |  |  |  |  |  |  |  |
| Reason for withdrawal:<br>(delete as appropriate) | <ul style="list-style-type: none"><li>• Failure to complete online registration</li><li>• Failure to complete identity check</li></ul> |  |  |  |  |  |  |  |  |

## School Statement

Please supply an explanation of the circumstances which delayed full registration by the set deadline.

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## School Authorisation

We confirm that the above student:

- has been in satisfactory attendance at the University for the purposes of continuing the above programme of study
- will fully register (register online and/or complete an identity check) within an agreed time limit (usually 5 days from the date of reinstatement authorisation), and the School will take on responsibility to see that this is done.

|             |  |
|-------------|--|
| Print Name: |  |
| School:     |  |

Please return a scan of this form **by email** to Programmes & Assessment (Operations) [studentrecords@adm.leeds.ac.uk](mailto:studentrecords@adm.leeds.ac.uk) and include the student ID number in the subject line.

If the student is going on **temporary or permanent leave**, this must be made clear. If this form is submitted **after the reinstatement deadline (two weeks after registration deadline)**, a student statement must also be submitted explaining why they did not fully register.

Approval of reinstatement to be confirmed in email response from Operations.