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|---------------------|-----------|----------------|---------------|
| Procedure #         | AA-107-P1 | Revision #     | 01            |
| Accessibility level | A         | Effective date | 27 April 2015 |

## Re-enrolling Procedure

### 1. Definitions

N.A.

### 2. Procedure

- 2.1. The student who suspended or discontinued their enrollment must report to the Director of Admission and Registration and submit a petition to resume enrollment.
- 2.2. Upon authorized approval of re-enrollment, the student must report to the Office of Finance to pay all outstanding fees, and present the receipt of payment to the registration officer reactivate the student's status on the system.
- 2.3. The student can then proceed with registration of course according to the Registration policies and procedures.

### 3. Related Documents

- 3.1. Re-enrollment Application Form (AA-107-F1)

د. محمد بن سلطان

BatS



د. محمد بن سلطان  
المرشد العام

