

Re-enrollment Policy

Policy #	AA-107	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

1. Purpose

This Policy highlights the rules, regulations and procedures that govern the re-enrollment of students whose enrollment has been cancelled.

2. Definitions

2.1. **Semester:** A period of no less than fifteen (15) weeks of instruction, not including the registration and final examination periods.

3. Policy

3.1. A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations:

- A) He/she must apply for re-enrollment within four regular semesters from the date of dismissal.
- B) The College Council and the authorities concerned must approve the re-enrollment.
- C) The student can apply to the University for admission as a new student without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application. Yet, the University Council may make an exception from this according to regulations issued by the Council.
- D) A student can be granted re-enrollment only once.
- E) A student cannot be re-enrolled if he/she has been dismissed academically.
- F) Notwithstanding with what has been mentioned in Paragraph C above, The University Council may re-enroll a student if he/she submits an excuse accepted by the Council to keep his academic record in full, provided that his interruption period does not exceed six semesters and after the approval of the relevant college council.

3.2. It is not permissible to re-enroll a student who was dismissed from the university or other universities for disciplinary reasons. If it becomes clear after student re-enrollment that s/he was previously dismissed for such reasons, the student's registration is considered canceled from the date of re-enrollment.

3.3. Students who withdraw from FBSU with a good academic record are granted readmission within a period not exceeding four semesters for one time only, provided that he/she was not on probation prior to the interruption date. Students who wish to return after the four-semester period, or those who were on probation, have to reapply for admission. Their files will be reevaluated based on the admission requirements applicable at the time of reapplication

4. Related Documents

- 4.1. Re-enrollment Procedure (AA-107-P1)
- 4.2. Re-enrollment Application Form (AA-107-F1)