



UNIVERSITY COLLEGE OF THE CARIBBEAN

INSTITUTE OF MANAGEMENT SCIENCES/ INSTITUTE OF MANAGEMENT & PRODUCTION



Institute of
Management
Sciences
owners and operators of



Institute of
management &
production

APPLICATION FOR RE-ADMISSION

(to be completed by students who have previously received approval for Leave of Absence from a programme)

NAME:		CONTACT INFORMATION	
		(W) (H) (c)	
ID #	EMAIL ADDRESS:		
PROGRAMME REGISTERED FOR:	DATE STARTED PROGRAMME		
CENTRE <input type="checkbox"/> KINGSTON <input type="checkbox"/> MONTEGO BAY <input type="checkbox"/> OCHO RIOS <input type="checkbox"/> SAVANNA LA MAR <input type="checkbox"/> MANDEVILLE			
LAST COURSE TAKEN			
DATE OF WITHDRAWAL			
EXPECTED DATE OF RESUMPTION			
APPLICANT'S SIGNATURE		DATE	
FOR OFFICIAL USE ONLY:			
DATE OF RE-ADMISSION			
COURSES REGISTERED FOR		CAMPUS ASSIGNED AND TIME OF CLASS	
APPROVED BY: ----- PROGRAMME COORDINATOR/OFFICER		DATE:	
FINANCIAL STATUS:			
VERIFIED BY: ----- STUDENT FINANCIAL SERVICES OFFICER		DATE:	
PROCESSED BY THE REGISTRY & ACTION TAKEN: _____ _____			
<ol style="list-style-type: none"> 1. This form should be completed in duplicate and submitted to your HOD/Programme Coordinator for approval 2. Take signed form to the cashier and pay the prescribed processing fee and return one copy of the form to the Programme Coordinator/Officer 3. PARTICIPANTS WILL BE SUBJECT TO ANY INCREASED TUITION FEES APPLICABLE AT THE TIME OF RE-ENTRY. 4. Before joining a class all relevant fees must be paid and a valid Admissions Passcard obtained from a Student Financial Services representative. 5. Students may be required to pay the cost of a new student I.D. if the one originally issued will expire prior to the new date of completion. 			