## Application for Immediate Reinstatement

##### For students that have withdrawn from the University within the previous 7 (seven) days and wish to immediately resume their studies

Completed forms can be submitted by:

* email to [studentprogress@essex.ac.uk](mailto:studentprogress@essex.ac.uk) for undergraduate, Masters and other taught students.
* email to [pgresearch@essex.ac.uk](mailto:pgresearch@essex.ac.uk) for PHD and other postgraduate research students.
* visiting the [Student Services Hub](https://www.essex.ac.uk/student/advice-and-support) at your campus.

Your request for reinstatement is subject to approval. Even if your request is approved, you may be required to pay tuition fees or complete a ‘right to study’ check before your reinstatement is completed.

#### Section 1: About You

Please provide us with your information so that we can identify you and know how to contact you about your appeal.

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| PRID / Registration Number: | **Click or tap here to enter text.** |
| Your Name: | **Click or tap here to enter text.** |
| Your Course: | **Click or tap here to enter text.** |
| Your Department: | **Click or tap here to enter text.** |

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| **Please explain how your circumstances have changed and why you are applying for immediate reinstatement to your studies:** |
| Click or tap here to enter text |

**Tuition Fees**

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| How do you normally pay your tuition fees? | **Choose an item.** |
| Do you have any unpaid educational or tuition fees from a previous period of study at the University of Essex?  This includes the most recent term of your current course, or a previous course that you were enrolled on. You will not be able to resume your studies if you have unpaid tuition fees from a previous year of study.  **If your answer is Yes, please complete the table below.** | **Choose an item.** |

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| **How much of your debt can you pay now?** *You should* [*make this payment*](https://www.essex.ac.uk/student/money/how-to-pay-your-fees) *before applying for reinstatement. If you are not able to make any payment or agree to a payment plan, you should consider* [*intermitting from your course*](https://www.essex.ac.uk/student/intermission) *to resume your studies at a later date.* |
| Click or tap here to enter text |

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| **Please outline how you expect to pay the remaining balance to be paid.**  Please provide details of the month and amount of when payments will be made. |
| Click or tap here to enter text |

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| **You should provide evidence that you can adhere to the proposed agreement. Please state what evidence you are providing alongside your application:** | | |
| Confirmation of maintenance loan from Student Finance | | **Choose an item.** |
| Proof of income from employment: | | **Choose an item.** |
| Other (please state): | **Click or tap here to enter text** | |

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| **Please confirm the accuracy of this form:**  Please tick this box to confirm that all the information given in this form is true to the best of your knowledge, and that you understand that any false claims / evidence may lead to you being penalised under the [Code of Student Conduct](https://www.essex.ac.uk/student/values/code-of-student-conduct). |  |

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| **Are you a sponsored international student?**  If so, please tick this box to confirm that you understand that any decision made in relation to your appeal will not necessarily take into account the impact it will have on your immigration permission, but that you can contact [International Services](https://www1.essex.ac.uk/immigration/enquiry/default.aspx) for any advice about immigration permission if required. |  |

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| **Have you received any advice or support from the Student Wellbeing and Inclusivity Service (SWIS) about any of the issues discussed in your application this year, including disability support?**  If so, please tick this box if you would like to give us permission to request information from SWIS as part of our consideration of your appeal. |  |

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| **If it is not possible for you to be reinstated, would you like to be put on intermission so that the place on your course is held open for you to resume at a later date?**  If immediate reinstatement is not possible and you have not ticked this box, then you will remain withdrawn from the University. |  |

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| **If you are requesting a payment plan because you have unpaid educational fees, please tick this box to confirm that you understand that:**   * Your request for a payment plan will be subject to approval and relate to your educational debt only. * If your reinstatement is approved, you will also be liable for any future education / tuition fees and you will be required to pay these by the standard deadlines alongside your payment plan. This may include paying the tuition fees for the next term of study before you are permitted to register. * If any future payments are not received on time, this may result in you being withdrawn from your course of study. |  |

Please add your signature below. If you submit this form by email, please type “submitted electronically” to the signature box.

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| Signature: | **Click or tap here to enter text.** |
| Date: | **Click or tap here to enter text.** |