

Request for Exemption of Late Enrolment Payment

All **continuing on-campus students** in attendance at the University in Academic Year 2019/20 are required to enrol by the start of the new Academic year on the 16 September 2019 or the 15 September 2019 for Dubai campus students. Or for semester 2 starts by the 13 January 2020 or 12 January 2020 for Dubai campus students.

Details can be found at <http://www.hw.ac.uk/students/studies/enrolment.htm>

If a student is unable to enrol by the specified date, a late fee of £40 or 240 AED or 220 MYR may be applied.

Exemption from the payment of a late fee may only be considered in certain cases.

Student Name:			
HWU Person ID:			
Programme:		Year:	

Exemption from the payment will only be considered in the following cases:	Tick Box
Medical Reasons	
Compassionate Grounds	
Visa Related Reasons	
Other	

Please provide further details below:

Signature of Student:		Date:	
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Please return the completed form to:

- UK campus students – Student Records Officer, Registry Operations, Edinburgh campus.
- Dubai campus students - Chief Operating Officer, Dubai campus.
- Malaysia campus students - Chief Operating Officer & Registrar, Malaysia campus.

For staff use:

Approved? (Y or N)		Approved by:		Student informed:	
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