How to Unwithdrawn an Withdrawn (lapsed) Application

Go to **Place management** and then click the **Registration offer** tab

Click the alongside the students belongs to. Change the **Show students with: Active Registration to Inactive Registration** to enable system to display the students with status left.

Student status sometimes change to **Withdrawn (lapsed)** by system because in **Registration Offer Setup, After how many days of inactivity auto withdraw registration,** there is a number school has indicate after this question.

If school has indicated to **'0',** means application will never change to withdraw (lapsed) status. We are recommended school input a large mount of days, such as 90, which means after the **Intended start date** +90 days, the application status will change from whatever status to **Withdrawn (lapsed).**

Once **Withdrawn (lapsed)** status appear and school wish to unwithdrawn the application, by click the student name. Click **Unwithdraw** button to unwithdrawn the application

If the selected student is attending another school, the application can NOT be unwithdrawn, the application need to re-registered into the school

Click the **Close** button to return to **Registration Maintenance** window, the student status should change to whatever before Withdrawn(lapsed), for this case Applied to Enrol (Incomplete)