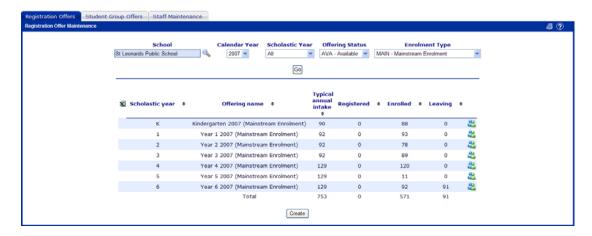
How to Unwithdrawn an Withdrawn (lapsed) Application

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Student status sometimes change to Withdrawn (lapsed) by system because in Registration Offer Setup, After how many days of inactivity auto withdraw registration, there is a number school has indicate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90, which means after the **Intended start date** +90 days, the application status will change from whatever status to Withdrawn (lapsed).

Once Withdrawn (lapsed) status appear and school wish to unwithdrawn the application, by click the student name.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the Close button to return to Registration Maintenance window, the student status should change to whatever before Withdrawn(lapsed), for this case Applied to Enrol (Incomplete)

