Application for Deferment of Study

(Please read the guidelines overleaf before completing this form.)

Section I. Student Particulars

- CBCC
- CIHE

Student Name: (English) ___________________   Student No: __________________________________________

(Chinese) ___________________

Programme Name: _____________________________________________________________________

Programme Code: ______________________  Year: _______________  Section: ______________

Are you a non-local student requiring visa/permit to stay in Hong Kong? *Yes/No (* Please circle wherever appropriate.)

Note: Non-local Students who wish to apply for deferment of study should obtain prior approval from the Director of Immigration. The result of application(s) for deferment of study submitted by Non-local student(s) can only be confirmed upon receipt of Immigration Department’s approval.

Section II. Reason for Application

(Please “√” the MOST appropriate box. * Please circle wherever appropriate.)

1. □ Financial difficulties (Have contacted SAO for consultation and comment from SAO attached. *Yes/No)
2. □ Health problems (Supporting documents, if any, * are/are not attached)
3. □ Others (please specify): ____________________ *(Supporting documents, if any, * are/are not attached)

Section III. Declaration (* Please circle wherever appropriate.)

1. I wish to defer my study from Semester* 1 / 2 / Summer of the academic year 20 ___ / 20 ___ to the end of Semester* 1 / 2 / Summer of the academic year 20 ___ / 20 ___ and to resume study in the Semester* 1 / 2 / Summer of the academic year 20 ___ / 20 ___. I understand that I should remain in my class until I have received the written approval from the Registry.
2. I shall clear all outstanding matters with the Institute / College, including returning Student ID Card and locker, settling library loans / fines and items on loan within 3 working days from the date of approval.
3. I understand that I will not be allowed to use the facilities of the Institute / College or take part in assessment or reassessment during the deferment period.

_________________________     _________________
Signature of Student                     Date

Section IV. Recommendation by the Department (□ Please “√” the appropriate box.)

Application is □ recommended □ not recommended

_________________________     _________________     _________________
Department Head                  Signature                    Date

Section V. Approval by the Registry (□ Please “√” the appropriate box.)

Application is □ approved □ not approved

_________________________     _________________     _________________
Registrar                      Signature                    Date
For Office Use

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To be filled in and returned by SAO

To the best of my knowledge, the above-mentioned student *does / does not have outstanding items owing to SAO and *has / has not returned the locker to SAO.

Counseling Notes:

_______________________________________________________
_______________________________________________________

Signature             Name             Date

To be filled in and returned by LIB

Library loan returned By On
Yes No

To the best of my knowledge, the above-mentioned student *does / does not have outstanding items owing to the Library.

Counseling Notes:

_______________________________________________________
_______________________________________________________

Signature             Name             Date

(*Please circle wherever appropriate)

Guidelines on Application for Deferment of Study

1. Students who wish to defer their studies must apply to the Registry using this form for approval stating the reasons for such a request and providing the documentary evidence when appropriate. The period requested for deferment of study should normally not exceed one academic year.

2. Applications submitted during and after the week prior to the first day of the First Semester or Second Semester Examination and before the end of the current semester, if approved, will take effect from the semester that follows. Under this circumstance, the students should sit for the examination(s) and/or attempt the other assessment of the courses concerned in the current semester; failure to do so may result in a fail grade. The academic results of these courses will be counted towards the calculation of the Annual GPA and the grades concerned will appear in the student’s academic transcripts. Students are required to retake all incomplete courses when resuming study.

3. Students cannot apply for reassessment during the deferment period and are required to complete their programme of studies within the stipulated period after their initial enrolment, irrespective of any intervening leave of absence or deferment of studies.

4. The Registry has the discretion whether or not to grant permission for a deferment of study, after consultation with the academic unit concerned and will inform the student(s) concerned in writing the application result.

5. Students are required to clear the following outstanding items in person within 3 working days after approval of deferment of study:
   a. return Student ID Card to the Registry;
   b. vacate belongings from the locker;
   c. settle all outstanding library loans / fines and items on loan.

Failure to do so, the Institute / College reserves the right not to issue any form of certification.

6. If students who have been granted approval for deferment of study fail to resume study in the Institute / College when the permitted period lapses, they will be considered as having withdrawn from the Institute / College.

7. The completed and signed form should be returned in person to the Registry Counter on 2/F of Tseung Kwan O Campus.

8. Personal data provided will be treated in strict confidence, and will be used by the Institute / College for records only.

9. Please refer to the Academic Regulations of the Institute / College for details.