

Notification of Official Withdrawal

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

Section I. Student Particulars

Student Name: (English) _____
(in BLOCK LETTER)

Student No:

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(Chinese) _____

Study Mode: Full-time mode/ Part-time mode

Phone/Mobile No.: _____

Programme Name: _____

Programme Code: _____ Year of Study: _____ Class: _____

Academic Year: _____

Student Status: *Studying / Unofficially Withdrawn / Deferred

Section II. Reason for Withdrawal

- | | |
|---|--|
| <p>1. <input type="checkbox"/> Studying elsewhere in Hong Kong
Name of institution: _____
Programme of study: _____
Level: <input type="checkbox"/> Sub-degree <input type="checkbox"/> Undergraduate
<input type="checkbox"/> Others (please specify): _____</p> <p>2. <input type="checkbox"/> Studying overseas
Country: _____
Programme of study: _____
Level: <input type="checkbox"/> Sub-degree <input type="checkbox"/> Undergraduate
<input type="checkbox"/> Others (please specify): _____</p> | <p>3. <input type="checkbox"/> Employment</p> <p>4. <input type="checkbox"/> Heavy academic workload</p> <p>5. <input type="checkbox"/> Financial hardship</p> <p>6. <input type="checkbox"/> Health difficulties</p> <p>7. <input type="checkbox"/> Loss of interest in the programme</p> <p>8. <input type="checkbox"/> Unsatisfactory academic progress</p> <p>9. <input type="checkbox"/> Others (please specify): _____</p> |
|---|--|

Section III. Declaration

- I have decided to withdraw from my study in the programme.
- I will clear all outstanding matters with the Institute (*see Note 3 overleaf*) within 3 working days from the date of this notification.
- I understand that the Institute reserves the right at all times to make deductions from the deposit to cover any outstanding debts owed by me.

Signature of Student

Date

(Please "✓" the appropriate box. * Please circle wherever appropriate.)

Section IV. Office Use Only

ACADEMIC DEPARTMENT (to be filled in by HoD / PL)		
Noted by:		
_____ Signature	_____ Name	_____ Date

COUNTER	By	On		By	On	REG				By / On
Form received			SID Card received			Computer record updated	Log sheet updated	Registry file (III / 4)	Student file	

REG	By	On	REG	By	On	REG	By	On
Copy to SAO			Copy to LIB			Copy to R & F		

SAO	LIB	By	On
To the best of my knowledge, the above-mentioned student *has / does not have outstanding items owing to SAO. Counseling Notes: _____ Signature Name Date	Library loan returned	YES	NO
	To the best of my knowledge, the above-mentioned student *has / does not have outstanding items owing to the Library. _____ Signature Name Date		

(*Please circle wherever appropriate)

Guidelines on Completing Notification of Official Withdrawal Form

- Students are advised to see the Head of Department (HoD) or Programme Leader (PL) first before submitting their notification of official withdrawal to the Registry.
- The completed form, which has the HoD / PL's signature, should be returned in person to the Registry on Tseung Kwan O Campus or Caine Road Campus.
- Students are required to clear the following outstanding items in person within 3 working days upon submission of withdrawal form:
 - return your Student ID Card to the Registry;
 - return all due loans to the Library and settle all outstanding fines;
 - vacate your belongings from the locker.

The Institute reserves every right at all times to make deduction from the deposit to cover any outstanding items.

- If the notification of withdrawal is made on or after the first day of the 1st and 2nd Semester Examination and before the end of the current semester, the withdrawal will take effect from the semester that follows. Under this circumstance, the student's academic results in the current semester will be counted towards the calculation of the Annual GPA and the grades concerned will appear in the student report.
- Personal data provided in this form will be treated in strict confidence, and will be used by the Institute for checking of records only.