



Application for Deferment of Study

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

Section I. Student Particulars

CBCC CIHE

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

Student No:

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(Chinese) _____

Study Mode: Full-time mode/ Part-time mode
(Please “√” the appropriate box.)

Phone/Mobile No.: _____

Programme Name: _____

Programme Code: _____ Year: _____ Section: _____

Academic Year: _____

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

COUNTER	By	On		By	On	REG	By	On		By	On		By	On
Form received			SID Card received			Computer Record updated			Log sheet updated			Filed in Student File		

REG	By	On		By	On		By	On
Copy to SAO			Copy to LIB			Copy to FEO		

To be filled in and returned by SAO	To be filled in and returned by LIB			
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 _____	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. _____ _____ Signature _____ Name _____ Date _____			

(*Please circle wherever appropriate)

Guidelines on Application for Deferment of Study

- 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.
- 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.
- 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.
- 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.
- Students are required to clear the following outstanding items in person within 3 working days after approval of deferment of study:
 - return Student ID Card to the Registry;
 - vacate belongings from the locker;
 - 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.

- 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.
- The completed and signed form should be returned in person to the Registry Counter on 2/F of Tseung Kwan O Campus.
- Personal data provided will be treated in strict confidence, and will be used by the Institute / College for records only.
- Please refer to the Academic Regulations of the Institute / College for details.