

## THE UNIVERSITY OF HONG KONG <u>Withdrawal of Study</u>

## I: STUDENT PARTICULARS

University No.											N	Iobile:			
Name in English (surname first)				•											
Curriculum attended, e.g. BA, MBA				Current Year of Study											
<b>II.</b> If the requi	I wish t (date)	N FOR WITHDRAW o discontinue my s veral reasons, please c	tudy	at th	e Un	iver	sity o	of H	ong the f	Kor follo	wing	reason:		ormation i	
1.	112	Joining another local educational institution.  Name of Univers	on:				(To be completed by student)								
		Degree Title:													
		New Study destir	atior	/cou	ntry:										
	New Study Level						U	[g / ]	Pg	/ RF					
	113	Joining an overseas institution (not including emigration):  Name of University/Institution					(To be completed by student)								
		Degree Title:													
		New Study destination/country:													
		New Study Level	:	Ug / TPg / RPg *											
	114	Unsatisfactory ac	aden	nic re	sults				1	23	Fina	ncial re	asons		
	115	Other academic r	easor	ıs					1	24			medical (of the self/herself)		
	121	Emigration							1	25	Ada <sub>l</sub>		and adjustment		
	122	Employment or jo (including starting start working full	g ow	n bus	ines	s,			1	26			cademic reasons nal reasons)	(eg.	
III	(1) I agr	ree to settle/clear all or Centre of Development eklist of returned items Student Registration	t and					ts <i>etc.</i>	sho	uld th	nere be	any.	, Finance & Enterpr	ises Office	
		l/or locker key*, I wil d/and key* to ther Fac	l bear				ty for	eby d r any	eclar illeg	e tha	t I have se of th	e lost my	Student Registratio	n Card eturn the	
	the 1	clare that all information in the clare that all information in the clare that all informations in the clare that all informations in the clare that all informations in the clare that all information in the cla													
Signature of Student:							Date:								

## IMPORTANT NOTES TO STUDENT

- 1. Please clear the following outstanding matters, where applicable, before submission of the form:-
  - (a) Clear all outstanding matters with your Department(s).
  - (b) Clear/settle all outstanding loans/fines with the Library.
  - (c) Settle all outstanding tuition and/or other fees with the Finance & Enterprises Office.
  - (d) Clear your locker and leave the door of your locker open.
- 2. Please return the completed Withdrawal 1 together with the University Student Registration Card to your Faculty Office. If you have declared you have lost your Student Registration Card, you must undertake to return the card to your Faculty Office should it be found subsequently. A false declaration is a criminal offence and may result in the University's reporting the case to the Police.
- 3. Tuition fees will <u>NOT</u> be refunded to students who withdraw from their courses. If your study is financed by the University loan, you are required to repay the loan as originally scheduled.
- 4. For the caution money you have paid at your first registration, the Finance & Enterprises Office will send the refund to you after all your outstanding fees such as Library fines and tuition fee have been settled.
- 5. The personal data provided on this form will be used for student and University Administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Data Protection Officer.
- 6. Submit the completed form to your Faculty Office.

## TO BE COMPLETED BY THE FACULTY OFFICE

	Date Sent/Received	Initial Signature
Date Withdrawal 1 received		
Date Student Registration Card collected/cancelled*		
Date of Declaration signed by student for lost of Student Registration Card if appropriate	Not appropriate* Date*:	
Date Student Locker key collected/cancelled*		
Date of Declaration signed by student for lost of Student Locker key if appropriate	Not appropriate* Date*:	
Date Faculty Office sent Withdrawal 1 to ASE by		
(Name)		

<sup>\*</sup> Please delete as appropriate