

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

I: STUDENT PARTICULARS

University No.											Mo	obile:		
Name	in Engli	sh (surname first)	•	•	•					•	-			
Curriculum attended, e.g. BA, MBA											Curi	rent Year of Study		
		N FOR WITHDRAW o discontinue my s						-			g with	effect	from	
	(date) _						due	to t	he fo	ollo	wing r	eason:		
f ther equir		reral reasons, please c	hoose t	he ma	in on	e and	ı√	only	ON	E b	ox belo	w and p	provide detailed inf	ormatic
	112	Joining another local educational institutio Name of University			on:			(To be completed by student)						
		Degree Title:												
		New Study destin	ation/	coun	try:									
		New Study Level	:				U	g / T	Pg /	RP	g *			
	113	Joining an overseas institution (not including emigration):					(To be completed by student)							
		Name of University	ity/Ins	tituti	on:									
		Degree Title:												
		New Study destin	ation/	coun	try:									
		New Study Level:					Ug / TPg / RPg *							
	114	Unsatisfactory ac	ademi	c resi	ults				12	23	Finan	cial re	asons	
	115	Other academic r	easons	S					12	24			medical (of the self/herself)	
	121	Emigration							12	25	Adap		and adjustment	
	122	Employment or jo (including starting start working full	g own	busii	ness,				12	26			cademic reasons nal reasons)	s (eg.
	(1) I agr and (2) Chec I, and	RATION ee to settle/clear all or Centre of Developmen eklist of returned items Student Registration //or locker key*, I wild/and key* to ther Fac	t and R : Card	esourc	ponsi	r Stud	dents [here / for	s <i>etc</i> . J by dany	shoul Locked eclare illega	ld ther keet that	ere be a ey (No. t I have e of the	ny. lost my) Student Registratio	on Card

Date:

Signature of Student:

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)		

^{*} Please delete as appropriate