

Application for Deferment of Study

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Mode of Study Full-time Part-time

Are you a non-local student requiring visa/ permit to stay in Hong Kong? Yes No

Student No.

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Programme Code Stream Code

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II. APPLICATION DETAILS

(a) I wish to defer my study at **HKCC/ SPEED** * with effect from Semester **One/ Two/ Summer Term** * of Academic Year 20__ / __ for __ semester(s) and to resume study in Semester **One/ Two/ Summer Term** * of Academic Year 20__ / __. I understand that I should remain in my class until I receive the written approval from the respective Programme Administrative Hosting Division.

(b) Reason(s) for application # _____

Supporting document(s) should be accompanied with this application.

(c) I **have/ have not been** * advised to have late assessment in the current academic year.

Signature of Student _____ Date Click or tap to enter a date.

III. FOR OFFICE USE ONLY

This application is **supported / rejected** * by Programme Leader

Signature _____ Date _____
(Name & Position: _____)

This application is **approved / rejected** * by Head of Programme Administrative Hosting Division concerned (*for supported cases only*)

Signature _____ Date _____
(Name & Position: _____)

Notification sent to student by _____ on _____

(*For approved case*) Computer record updated by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. Applications for deferment of study in the current academic year/ semester should be submitted **before the commencement of the examination period**. Applications submitted after the commencement of the examination period will **not** be processed. For deferment of study for the following academic year/ semester, applications should be submitted **before the commencement of that academic year/ semester** and applications will only be considered after finalisation of examination result of the current semester.
2. Applications for deferment of study will only be considered under exceptional circumstances for:
 - a. first year students of a full-time programme
 - b. a period of more than one academic year
3. The deferment period will not be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20). You are normally not eligible for using the campus and library facilities/ services during the deferment period.
4. You may consider applying for retention of study place (zero subject enrolment) instead of deferment of study by completing Form CAR 24. The semester(s) during which students are allowed to retain their study places will be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20) of the programme concerned. If the application is approved, a fee of HK\$2,105 per semester will be charged. Students will be allowed to continue using campus and library facilities/ services.
5. Students who have a genuine need and wish to apply for deferment of study should obtain prior approval from the Head of Programme Administrative Hosting Division concerned. Please follow the application procedures specified below:
 - i. Complete Sections I and II of this form.
 - ii. Submit the completed form with a copy of documentary proof, such as medical certification, to the General Office of the Programme Administrative Hosting Division. **Applications without valid documentary proof will not be processed**. The Programme Administrative Hosting Division reserves the right to request for the original copy of the documentary proof, where necessary.
6. It is necessary for students to settle the outstanding tuition fee and/ or other fees, if applicable, in order to have their applications processed if such applications are submitted after the start of a semester. All fees paid are non-refundable and non-transferable. However, current students who submit applications before the commencement of the relevant semester, tuition fees paid will be refunded.
7. New students who apply for deferment before the commencement of their first semester of study will be eligible for a refund of the tuition fee paid for that semester after deducting a registration fee of HK\$5,000. If the tuition fee paid is equal to or less than HK\$5,000, no refund will be arranged.
8. You will normally be notified of the result of the application in writing within three weeks. **You must remain in the class until you receive a written approval from the Programme Administrative Hosting Division concerned.**
9. Students are reminded to access the Student Portal and check their emails to obtain up-to-date information relating to their studies during the deferment period.
10. Upon expiry of the deferment period, students will be advised to settle the tuition fee and complete the subject registration procedures for the semester to be resumed. If you do not receive such notification one week before the commencement of the academic year/ semester, you should contact the Programme Administrative Hosting Division. Students should retain the student identity card for use upon resumption of study, or for exchange of a new student identity card, if expired.
11. The current level of tuition fees is applicable for the normal duration of your programme. If you extend your study beyond the normal duration, adjusted tuition fees, if any, will apply.
12. For non-local students who are approved for deferment of study, they must hold valid student visas/ entry permits when they resume study upon the expiry of the approved period of deferred study. If the visas/ entry permits have expired or if their validity periods are not long enough to cover the first semester of their resumed study, the non-local students need to apply for extension of the student visas/ entry permits from the HKSAR Immigration Department at least four weeks before the expiry date of their study visas/entry permits. Students are advised to observe the notes stipulated in the section "Important Notes for Non-local Students" of the Student Handbook.
13. The information given in this form will only be used for processing this application.

General Offices of Academic Divisions

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