

### Application for Withdrawal 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

Personal Email \_\_\_\_\_ Locker No. \_\_\_\_\_

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

Student No.					
Programme Code			Stream Code		

#### II. APPLICATION DETAILS

I wish to discontinue my study at **HKCC/ SPEED** \* with effect from Semester **One/ Two/ Summer Term** \* in the Academic Year 20\_\_ / \_\_ due to the following reason(s) (please tick as appropriate):

- A Admission to a programme offered by another university/ post-secondary educational institution:
- Name of the University/ Institution: \_\_\_\_\_
- If overseas, please specify the destination country/ region: \_\_\_\_\_
- Programme Title: \_\_\_\_\_
- Mode of Study: Full-time / Part-time / Sandwich / Distance learning \*
- Year of Study Transferred: Sub-degree / Undergraduate \* Year One / Two \*
- B Financial hardship  F Health & Medical reasons (of the student himself/ herself)
- C Loss of interest in the programme  G Emigration
- D Unsatisfactory academic results  H Retaking public examination (e.g. HKDSE)
- E Employment/ Job related reasons  I Other reasons (please specify)
- \_\_\_\_\_

#### III. DECLARATION OF STUDENT

I hereby declare that I have cleared all outstanding fines/ loans/ fees with the College of Professional and Continuing Education (CPCE)/ The Hong Kong Polytechnic University (PolyU) should there be any. I understand that I should cease to use the student identity card immediately upon approval of this withdrawal of study application.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

#### IV. FOR OFFICE USE ONLY

- Application perused and confirmed by
- Name \_\_\_\_\_ Date \_\_\_\_\_
- Programme Officer
- Computer record updated by \_\_\_\_\_ on \_\_\_\_\_
- Notification sent to student and copied to (Assistant) Programme Leader by \_\_\_\_\_ on \_\_\_\_\_
- (If applicable) Student locker was cleared/ not cleared \* by the student – confirmed by \_\_\_\_\_ on \_\_\_\_\_
- (If applicable) Student does not have any outstanding fees/ loans/ fines – confirmed by \_\_\_\_\_ on \_\_\_\_\_
- (If applicable) Tuition fee/ Caution money refunded to student on \_\_\_\_\_
- (If applicable) For non-local students, notification sent to CAR on \_\_\_\_\_

\* delete as appropriate

## NOTES TO STUDENTS

1. Applications for withdrawal of study from the current semester must be submitted **before the commencement of the examination period**. Applications submitted after the commencement of the examination period will **not** be processed. For withdrawal of study for the following academic year/ semester, application should be submitted **before the commencement of that academic year/ semester** and application will only be considered after finalisation of examination result of the current semester.
2. The application procedures are as follows:
  - i. ensure you have, as applicable:
    - a. settled all outstanding tuition fee and/ or other fees with the Finance Office
    - b. cleared all outstanding loans/ fines with the Libraries
    - c. repaid CPCE-administered scholarships and/ or bursaries/ loans to CPCE Student Affairs Office
    - d. cleared your locker, removed the padlock and left the locker door open
  - ii. complete Sections I, II and III of this form
  - iii. submit the completed form to the General Office of the Programme Administrative Hosting Division concerned.
3. You will normally be notified of the result of the application in writing within three weeks after receipt of the completed application.
4. All fees paid are non-refundable. However, if you are a current student who has paid the tuition fee for the semester concerned and you submit your application for withdrawal before the commencement of that semester, you will receive a full refund of the tuition fee paid for the semester concerned. For applications submitted **after** commencement of the semester, students are required to settle all outstanding tuition fee and/ or other fees before such applications will be processed. If you are a new student and you wish to withdraw your study after registration and before the programme commencement, you should refer to the refund guidelines, where applicable, specified in your offer package.
5. Upon confirmation of your official withdrawal, you will be eligible for the refund of caution money paid if you have no outstanding debts.
6. For non-local students who are approved for withdrawal of study, the CPCE Academic Registry will inform the Immigration Department (IMMD) accordingly. According to Immigration Regulations, you must leave Hong Kong before the expiry of your limit of stay or within four weeks from the date of the termination of study, whichever is earlier; otherwise you will be committing an offence of breaching your conditions of stay.
7. The information given in this form will only be used for processing this application and/ or statistics purposes.

### **General Offices of Academic Divisions**

#### Division of Business and Hospitality Management (BHM)

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Telephone: 3746 0988

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#### Division of Languages and Communication (LC)

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#### Division of Science, Engineering and Health Studies (SEHS)

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#### Division of Social Sciences, Humanities and Design (SSHHD)

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