

**Application for Withdrawal of Subject**

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

Student No. \_\_\_\_\_

Programme Code						Stream Code			

**II. APPLICATION DETAILS**

(a) I wish to withdraw my study on the following subject(s) in Semester **One/ Two/ Summer Term** \* in the Academic Year 20\_\_ / \_\_ .

No.	Subject Code	Subject Title	FOR OFFICE USE ONLY		
			Decision of Subject Lecturer/ Subject Leader #		Signature
			Endorsed	Not Endorsed with Justification(s)	
1			<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	

# Students should consult their Subject Lecturer/ Subject Leader and (Assistant) Programme Leader for academic advice by the end of Week 13 for Semester One/ Two and Week 7 for Summer Term.

(b) Reason(s) of withdrawal \_\_\_\_\_

**III. RECOMMENDATION OF (ASSISTANT) PROGRAMME LEADER #**

I have provided academic counselling and explained to the student named above the possible consequences of the withdrawal, such as change to the student's subsequent study pattern, possibility of not being able to complete the programme within the normal duration, not being able to register in follow-on subjects if the withdrawn subject is a pre-requisite for other subjects, etc. My recommendations are given below (if any):

\_\_\_\_\_

This application is **approved / rejected** \*.

Signature of (Assistant) Programme Leader \_\_\_\_\_ Date \_\_\_\_\_  
(Name: \_\_\_\_\_ )

**IV. DECLARATION OF STUDENT**

I understand that the tuition fees paid for the withdrawn subject(s) will be forfeited and a code 'W' will appear in the Assessment Result Notification and Transcript of Studies for the withdrawn subject(s).

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

\* delete as appropriate

## V. FOR OFFICE USE ONLY

- Tuition fees settled on \_\_\_\_\_
- (For approved case) Computer record updated by \_\_\_\_\_ on \_\_\_\_\_
- Notification sent to student and copied to Subject Leader/ Subject Lecturer/ (Assistant) Programme Leader by \_\_\_\_\_ on \_\_\_\_\_
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## NOTES TO STUDENTS

1. Application for withdrawal of subjects for the current semester must be submitted **at least three working days before the commencement of the examination period**. Application submitted after the commencement of the examination period will **not** be processed.
2. Application will only be considered if there are justifications and the tuition fees for the subject(s) concerned have been settled.
3. The application procedures are as follows:
  - i. complete Sections I, II and IV of this form
  - ii. consult the Subject Lecturer/ Subject Leader and (Assistant) Programme Leader and obtain his/ her signature in Sections II and III respectively by the end of Week 13 for Semester One/ Two and Week 7 for Summer Term
  - iii. return the completed form to the General Office of the Programme Administrative Hosting Division concerned by the stipulated deadline.
4. For approved cases, the tuition fees paid for the withdrawn subject(s) will not be refunded. A code 'W' will appear in the student's Assessment Result Notification and Transcript of Studies for the withdrawn subject(s).
5. Tuition fees charged are calculated according to the number of credits registered in a semester/ Summer Term and you will be required to settle the tuition fees when you register for the subject(s) again. The current level of tuition fees is applicable for the normal duration of your programme. Should you extend your study beyond the normal duration, adjusted fees, if any, will apply.
6. You will normally be notified of the result of the application in writing within seven working days from the receipt of this application.
7. The information given in this form will only be used for processing this application.

### **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

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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 (SSHD)

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