

## Application for Retention of Study Place (Zero Subject Enrolment)

Please read the notes overleaf before completing this form.

### I. PARTICULARS OF STUDENT

Name \_\_\_\_\_

Student No.

--	--	--	--	--	--	--	--	--	--

Programme Title \_\_\_\_\_

Programme Code					Stream Code		

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

### II. APPLICATION DETAILS

(a) I wish to apply for not taking any credits in Semester **One/ Two/ Summer Term** \* in the Academic Year 20\_\_ / \_\_ .

(b) Reason(s) for application \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Date Click or tap to enter a date. \_\_\_\_\_

### III. FOR OFFICE USE ONLY

This application is **approved / rejected** \* by Programme Leader

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Name: \_\_\_\_\_)

(For approved case) Computer record updated by \_\_\_\_\_ on \_\_\_\_\_

Issue debit note for the retention fee \* and send notification to student by \_\_\_\_\_ on \_\_\_\_\_

Retention fee settled on \_\_\_\_\_

\* delete as appropriate

## NOTES TO STUDENTS

1. Students must seek approval from the Programme Administrative Hosting Division if they do not wish to take any subjects (i.e. zero subject enrolment) in a semester (including Summer Term for those programmes having compulsory Summer Term as specified in Scheme/ Programme Requirement Document); otherwise they will be classified as having unofficially withdrawn from their study and will not be eligible for the refund of caution money paid. They will also not be considered for re-admission to the same programme/ stream in the following academic year.
2. The application procedures are as follows:
  - i. complete Sections I and II of this form
  - ii. return the completed form to the General Office of the Programme Administrative Hosting Division concerned **before the commencement of the semester/ Summer Term**. Under exceptional circumstances, application submitted before the end of the add/ drop period of the semester concerned may also be accepted.
3. You should note that all semesters/ Summer Term in which they are allowed to take zero subject will be counted towards total period of registration (or maximum period of registration for students admitted in or before 2019/20). It is therefore important to ensure that you can complete the award requirements for graduation within the permissible period of registration.
4. You will normally be notified of the result of the application in writing within two weeks from the date of receiving the complete application. For approved cases, students will be allowed to continue using campus and library facilities/ services. A fee of **HK\$2,105** per semester/ Summer Term will be charged and students will receive a debit note for the fee.
5. Failure to settle the fee for retention of study place before the stipulated deadline will lead to withdrawal of the approval and nullification of registration on the programme concerned.
6. 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.
7. For non-local students who are approved for retention of study place, they must hold valid student visas/ entry permits when they resume study upon the expiry of the approved period of zero subject enrolment. 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.
8. 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

Telephone: 3746 0988

E-mail: [do.bhm@cpce-polyu.edu.hk](mailto:do.bhm@cpce-polyu.edu.hk)

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

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

Telephone: 3746 0929

E-mail: [do.lc@cpce-polyu.edu.hk](mailto:do.lc@cpce-polyu.edu.hk)

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

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Telephone: 3746 0388

E-mail: [do.sehs@cpce-polyu.edu.hk](mailto:do.sehs@cpce-polyu.edu.hk)

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

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Telephone: 3746 0998

E-mail: [do.sshd@cpce-polyu.edu.hk](mailto:do.sshd@cpce-polyu.edu.hk)