

Academic Registry (Taught Postgraduate Studies Section)

Application for Official Withdrawal

Late or incomplete application may result in nullification of the application.

Name: _____ Student No.: _____ Programme: _____ Department: _____

Address: _____ Contact Tel. No.: _____

I hereby submit my request for official withdrawal from the Hong Kong Baptist University. My reason(s) for withdrawal is/are as follows: (Check '✓' the appropriate box)

- study abroad Please specify the country: _____ study elsewhere in H.K. Please specify the institution & programme: _____
- job duties health problem financial difficulty academic dismissal
- other reason(s): _____

OFFICE	MATTERS FOR CLEARANCE	Please seek clearance & signature from Staff-in-charge of the respective office		
		Yes/No	Signature	Remarks
Finance Office (Tel.: 3411 7911; Email Address: fostudent@hkbu.edu.hk)	Outstanding Accounts cleared?			
AML Library	Borrowed Items cleared?			
Office of Student Affairs (WLB 401) (Tel.: 3411 5894 AND 3411 2307)	File cleared?			
	Scholarships & Loans Repaid?			
Programme/Department Concerned	Academic Matters cleared?			
Taught Postgraduate Studies Section (AAB 904)	* Student ID Card Returned?			

* The student must sign the declaration below if the Student ID Card is lost.

DECLARATION

I, _____, hereby declare that I have lost my Student ID Card. I will bear full responsibility for any illegal use of the said document(s).

Signature: _____ Date: _____

Please turn over for further information and/or action.

For Student's Information

- If application for withdrawal is submitted after the deadline for dropping of courses, the course(s) enrolled in that semester will be assigned a W grade, which is not included in GPA calculation.
- For student who applies for transcript upon approval for withdrawal, the transcripts will only be released after clearance of all grades.

Personal Data (Privacy) Ordinance and Personal Information Collection Statement

Persons who supply personal data in their applications to the Academic Registry (Taught Postgraduate Studies Section) for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by University staff.
3. After the applications have been processed, relevant data will be transferred to the student record system of the University.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Taught Postgraduate Studies Section
Academic Registry
AAB 904, Level 9, Academic and Administration Building
Baptist University Road Campus
Hong Kong Baptist University
Kowloon Tong, Kowloon

I understand that if my application is approved, my official withdrawal status will take effect seven working days from the date of my submission of the completed application. I have to attend classes and/or sit for any examinations that fall within the seven working days before my official withdrawal becomes effective.

Student's signature: _____ Date: _____

<p>For Office Use Only Form Received by: _____ on _____</p> <p>Clearance Procedure: Applicable to students who withdraw before the deadline for adding/dropping of courses: <input type="checkbox"/> Enrolment Status</p> <p>Applicable to students who withdraw after the deadline for adding/dropping of courses: <input type="checkbox"/> Assign W grades to all courses</p> <p><input type="checkbox"/> Student Study Status Record - OW effective on _____ <input type="checkbox"/> OW Letter to student</p> <p>Deposit Refunded: <input type="checkbox"/> Yes (HK\$ _____) <input type="checkbox"/> N/A</p> <p>Transcript Remarks done by: _____ Checked by: _____ Approved by: _____ Date: _____ Section Head</p> <p>Comments, if any</p>
