

HONG KONG BAPTIST UNIVERSITY
Academic Registry
Undergraduate Studies Section

APPLICATION FOR LEAVE OF ABSENCE
(Undergraduate Students)

NOTE: Please fill in Part A and Part B of this form and seek endorsement of your major department before submitting this form to the Academic Registry.

A) Student Personal Particulars

Name: _____ Student No.: _____
Study Programme: _____ Study Year: _____ CumGPA: _____
Address: _____ Contact Tel. No.: _____

Period for Leave of Absence#: Semester 1, _____ (academic year)
(Please “✓” both semesters for 1-year placement) Semester 2, _____ (academic year)

#Students have to pay a continuation fee of \$300 per semester during the period when they are on leave of absence.

B) Reason for Leave of Absence

- Internship/Placement Training
Company that would provide you with the internship/placement training: _____
*(*Please attach contract/appointment letter issued by the Company and a copy of your transcript)*
Position in the Company: _____
- Studying Overseas (Please “✓” if the overseas study is self-arranged and financed by the student.)
Name of the partner institution: _____
*(*Please attach offer letter issued by the partner institution and a copy of your transcript)*
- Others, please specify: _____

Student's signature: _____ Date: _____

C) Recommendation of Major Department/Programme

Recommended Not recommended

Comments: _____

Name: _____ Signature: _____ Date: _____
(Programme Coordinator/Director)

Name: _____ Signature: _____ Date: _____
(Head of Department/Programme)

D) Academic Registrar's Approval

Approved Not approved

Signature: _____ Date: _____

For Office Use Only:	<input type="checkbox"/> Local student	<input type="checkbox"/> Non-local student
Form Received by: _____ on _____		
Continuation fee: \$300/Semester x _____ = \$ _____	<input type="checkbox"/> Paid	
Noted by Tuition Team: _____	Remarks: _____	
Letter to student on: _____	Checked by: _____	

Personal Data (Privacy) Ordinance

Persons who supply personal data in their applications to the Academic Registry 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 Academic Registrar.