

HONG KONG BAPTIST UNIVERSITY
Academic Registry
Undergraduate Studies Section

APPLICATION FOR OFFICIAL WITHDRAWAL (Undergraduate Student)

This form should be completed and returned to the Undergraduate Studies Section within 3 working days upon completion of the clearance procedures stated overleaf.

Name: _____ Student No.: _____ Study Programme: _____ Contact Tel. No.: _____

Address: _____ E-mail Address: _____

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

- Studying abroad (Please specify the country: _____) Studying elsewhere in H.K. (Please specify the institution & programme: _____)
- Taking up a job Health problem Financial difficulty Academic dismissal Other reason(s): _____

I understand that if my application is approved, my official withdrawal status will take effect 3 days from the date of my submission of the application. I am to attend classes and/or sit for any examinations that fall within the 3 days before which my official withdrawal becomes effective.*

Student's signature: _____ Date: _____

*For newly admitted student who officially withdraws before the academic year starts, the official withdrawal status will take immediate effect from the date of submission of the application.

Please turn overleaf for further information and/or action.

For Office Use Only	Form Received by: _____ on _____	<input type="checkbox"/> Local student	<input type="checkbox"/> Non-local student
Clearance Procedure:			
<input type="checkbox"/> Student Status Record - OW effective on _____ <input type="checkbox"/> Transcript remarks <input type="checkbox"/> OW Letter to student <input type="checkbox"/> OW Chop on student file			
Applicable to students who withdraw after course registration but before the deadline for dropping courses:			
<input type="checkbox"/> Deletion of enrolled courses (<input type="checkbox"/> Semester 1, _____ <input type="checkbox"/> Semester 2, _____ <input type="checkbox"/> Summer Term, _____)			
Applicable to students who withdraw after the deadline for dropping courses:			
<input type="checkbox"/> Email to course-instructors concerned for grade assignment <input type="checkbox"/> Grade entry			
Deposit Refund: <input type="checkbox"/> Yes <input type="checkbox"/> N/A			
Noted by Tuition Team: _____		<input type="checkbox"/> Outstanding Tuition: OT1 / OT2 / OT3 <input type="checkbox"/> Paid Tuition: PT1 / PT2	
Follow-up Action: <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____			
Noted by Admissions staff: _____		Clearance done by: _____	
(applicable for new student)		Checked by: _____	
Approved by: _____		Date: _____	
Senior Assistant Academic Registrar			

STUDENT CLEARANCE STATEMENT FOR OFFICIAL WITHDRAWAL

Student Name: _____

Student No: _____

Office	Matter for Clearance	Comments & Signature of Staff-in-charge				
		Newly Admitted Student ♦	Full-time / Part-time Student	Signature	Date	Remarks
		Yes / No	Yes / No			
Note: Office hours of most offices are from 9:00am – 1:00pm and 2:00pm – 5:00pm (Monday – Friday). Please visit offices for clearance procedures during these office hours.						
Finance Office (RRS803 - Tel.3411 5112 / 2574)	All Accounts Cleared?	N/A				
Office of Student Affairs (WLB401 - Tel. 3411 5894)	File Cleared & University Gown Returned?					
SA - Scholarships & Financial Aid Team (WLB401 - Tel. 3411 2307)	Scholarships & Loans Repaid?					
SA - Counselling & Development Centre (WLB 403)	Interviewed & Counselling?	N/A				
AML Library	All Books Returned?					
Major Department/Programme	File Cleared?	N/A				
Undergraduate Studies Section (AAB 701)	Student Card Returned?*					

♦ New student who withdraws before the academic year starts

* The student must sign the declaration below if the document is lost.

DECLARATION

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

Signature: _____

Date: _____

For Student's Information

- If application for withdrawal is submitted after the deadline for dropping 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

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.