

**HONG KONG BAPTIST UNIVERSITY**  
**Academic Registry**  
**Undergraduate Studies Section**

**APPLICATION FOR LEAVE OF ABSENCE**  
**(Undergraduate Students)**

**NOTE:**

- (1) Please fill in Part A and Part B of this form and seek endorsement of your major department before submitting it to the Academic Registry.
- (2) Application must be made before the start of the semester that the leave of absence falls on. **Late application will not be entertained.**
- (3) Tuition fees paid are non-refundable.

**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:**  Local student  Non-local student

Form Received by: \_\_\_\_\_ on \_\_\_\_\_

Continuation fee: \$300/Semester x \_\_\_\_\_ = \$ \_\_\_\_\_  Paid

Noted by Tuition Team: \_\_\_\_\_  Outstanding Tuition: OT1 / OT2  Paid Tuition: PT3 / PT4

Follow-up Action:  Yes  No Remarks: \_\_\_\_\_

Letter to student on: \_\_\_\_\_ Checked by: \_\_\_\_\_

Privacy Policy Statement and Personal Information Collection Statement of the University is available at:  
<https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>