

**Academic Registry (Taught Postgraduate Studies Section)**  
**Application for Leave of Absence**

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

Name: \_\_\_\_\_ Student No: \_\_\_\_\_ Programme: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_

Period for Leave of Absence From : \_\_\_\_\_  
Semester/Trimester, Academic Year

To : \_\_\_\_\_  
Semester/Trimester, Academic Year

I hereby submit my request for Leave of Absence from the Hong Kong Baptist University and I would resume studies in \_\_\_\_\_  
Semester/Trimester, Academic Year

**REASON(S):** (Please explain as fully as possible and provide supporting documents)

Supporting document(s) provided?

| OFFICE  | MATTERS FOR CLEARANCE         | Please seek clearance & signature from Staff-in-charge of the respective office |           |         |
|---|-------------------------------|---|-----------|---------|
|   |                               | Yes/No  | Signature | Remarks |
| Finance Office<br>(Tel.: 3411 7911; Email Address: <a href="mailto:fostudent@hkbu.edu.hk">fostudent@hkbu.edu.hk</a> ) | Outstanding Accounts cleared? |   |           |         |
| AML Library   | Borrowed Items cleared?       |   |           |         |
| Office of Student Affairs (WLB 401)<br>(Tel.: 3411 5894 AND 3411 2307)  | File cleared?                 |   |           |         |
|   | Scholarships & Loans Repaid?  |   |           |         |
| Programme/Department Concerned  | Academic Matters cleared?     |   |           |         |

*Please turn over for further information and/or action.*

**For Student's Information**

- If application for Leave of Absence 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 Leave of Absence, the transcripts will only be released after clearance of all grades.

**Privacy Policy Statement and Personal Information Collection Statement (PPS/ PICS)**

According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.

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

Academic Registry (Taught Postgraduate Studies Section)  
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, the effective date of Leave of Absence will be 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 seven working days before my Leave of Absence becomes effective.*

*Non-local students taking Leave of Absence for more than 6 months must apply to the Immigration Department for a NEW student permit to re-enter Hong Kong.*

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only**

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

**Clearance Procedure:**

Applicable to students who apply for Leave of Absence before the deadline for adding/dropping of courses:

Enrolment Status

Applicable to students who apply for Leave of Absence after the deadline for adding/dropping of courses:

Assign W grades to all courses

Student Study Status Record – Leave of Absence effective from \_\_\_\_\_

Leave of Absence Letter to student

Transcript Remarks done by: \_\_\_\_\_ Checked by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Section Head