

LINGNAN UNIVERSITY

Application for Official Withdrawal

1. A student who wishes to leave the University before graduation must seek official withdrawal from the University by completing this form.
2. Approval will be granted by the Registry only after proper clearance by the Director of Student Services, the Director of Information Technology Services Centre (ITSC), the Librarian, and the Associate Vice-President & Comptroller. The student should complete Part 1, bring this form to the offices listed in Part 2 and obtain signatures of confirmation, and then return this form to the Registry.
3. The student should return his/her hostel key and Parking Permit, if any, to the Facilities Management Division (Operations & Maintenance) and the Comptroller's Office respectively. The student should also return all borrowed equipment to the ITSC, all borrowed books to the Library, and his/her Student Identity Card to the Registry. He/She should also be clear of any grants and loans, and return the Student Personalised Octopus Card to the Card Company (if applicable).
4. Students who leave the University without prior approval by the Registry will be considered as having unofficially withdrawn from the University on the last day of the teaching term concerned. They will not be issued any official documents of the University and will not be re-admitted.

PART 1

Name: _____ Student No.: _____ Year of Study: _____
Study Programme: _____ Withdrawal Effective Date: _____
Contact Tel. No. : _____

Please select from below the most significant reason of your withdrawal: _____

(A) Continuation of study in another local institution; (B) Continuation of study in another non-local institution; (C) Unsatisfactory academic result; (D) Emigration; (E) Employment or Job-related reason; (F) Financial reason; (G) Health reason; (H) Adaptation and adjustment reason; (I) Other academic reason; (J) Other non-academic reason, please specify: _____

If you choose (A) above, please provide in the space below: (i) name of institution; (ii) level of study (e.g. undergraduate); (iii) major; (iv) year of study; (v) whether your admission to the new programme is based on newly obtained or original HKALE results.

If you choose (B) above, please provide in the space below: (i) study destination; (ii) level of study.

Signature

Date

PART 2

Clearance by Head of Units concerned or his/her representative	Confirmed/Approved	
	Signature	Date
(1) Student Services Centre (Interview conducted)		
(2) Facilities Management Division (Operations & Maintenance) (Hostel key(s) and Student Resident Card(s) returned)		
(3) Information Technology Services Centre (All borrowed equipment returned)		
(4) Library (All borrowed books returned)		
(5) Comptroller's Office (no fee due to the University and Parking Permit(s) returned)		
(6) Registry (Student I.D. Card returned)		

Copy : () Librarian () Associate Vice-President & Comptroller
() Director of Student Services () Director of ITSC
() The Head of Department/Programme Director concerned
() The Applicant

REGISTRY'S USE

Student's record updated
by : _____
on : _____