

# LINGNAN UNIVERSITY

## Application for Suspension of Studies

- Notes :**
1. A student who, because of health or financial problems or for other valid reasons, wishes to suspend his/her studies until the end of the term for which he/she is enrolled or the end of the following term, may apply to the Registrar.
  2. The period of suspension should normally not exceed two terms. If the applicant fails to return to the University to resume studies at the end of the permitted period of suspension, he/she will be considered as having unofficially withdrawn from the University effective on the first day after the end of the suspension period.
  3. The student should complete Part A1 of this form and submit it together with the relevant supporting documents to the Registry.
  4. The Registry will send this form to the Head of the student's Department/Programme Director concerned for recommendation in Part A2.
  5. The Registrar will decide whether or not to approve the application and inform the applicant in writing with copy to parties concerned.
  6. The Registry will complete Part B and send a copy of this form to the HoD/Programme Director concerned when the applicant returns to the University.

<b>Part A1</b>	
Name of Applicant : _____	Student No. : _____
Year of Study : _____	Study Programme : _____
Address : _____	
_____ Tel. No. : (H) _____ (O) _____	
Suspension Period : from _____ to _____	
Reason(s) for Suspension : _____	
_____	
_____	_____
Signature of Applicant	Date

<b>Part A2</b>	
I recommend/do not recommend* the application of the above-named student for suspension of studies during the above-mentioned period.	
_____	_____
Programme Director/Head of Department	Date
c.c. CO ( ) SSC ( ) Programme Director/HoD concerned ( ) Lib ( ) ITSC ( )	

<b>Part B</b>	
To : The Head of Department/Programme Director concerned	
Please note that the above-named student has reported to the University on _____ and will resume his/her studies on _____. He/She has been instructed to pay his/her fees and register for the _____ term, 20 - .	
_____	_____
Registry	Date
c.c. CO ( ) SSC ( ) Programme Director/HoD concerned ( ) Lib ( ) ITSC ( )	

\*Delete as appropriate