

LINGNAN UNIVERSITY

Application for Official Withdrawal / Making-up of Official Withdrawal

(Applicable to students studying Undergraduate (UG)/Research Postgraduate (RPg) programmes)

1. Students who wish to leave the University before graduation must seek official withdrawal from the University by completing this form.
2. Students who leave the University without prior approval by the Registry (for UG programmes)/School of Graduate Studies (GS) (for RPg programmes) are considered as having “unofficially withdrawn” from the University. Official documents such as transcripts, testimonials, etc. will NOT be given to them unless they have completed the making-up of official withdrawal procedures, and students who have been “unofficially withdrawn” will not be re-admitted.
3. Application for making-up of official withdrawal is NOT applicable to students of undergraduate programmes who have been “unofficially withdrawn” from the University due to unpaid tuition fees in their admitted term, unless they have settled the outstanding payment.
4. For applications (UG programmes only) received after the end of the examination period of the Term, the assessment results of the Term concerned will be retained and shown on the transcript.
5. Approval will be granted by the Registry (for UG programmes)/GS (for RPg programmes) only after proper clearance by the Director of Student Services, the Comptroller, the Director of Information Technology Services Centre (ITSC) and the Librarian. **Students should complete Part 1, bring this form to the offices listed in Part 2 and obtain signatures of confirmation, and then return this duly completed and signed form to the Registry/GS.** RPg students are encouraged to consult their Heads of Departments and Supervisors before completion of the form.
6. Students should return their hostel keys and parking permits, if any, to the Facilities Management Division (Operations & Maintenance) and the Comptroller’s Office respectively. Students should also return all borrowed equipment to the ITSC, all borrowed books to the Library, and their Student Identity Cards to the Registry (for UG programmes)/GS (for RPg programmes). Students should also be clear of any grants and loans, and return the Student Personalised Octopus Cards to the Card Company (if applicable).
7. The withdrawal/making-up of official withdrawal effective date will be the date on which Registry (for UG programmes)/GS (for RPg programmes) receives the duly completed and signed form from the applicant.

PART 1

Name: _____ Student No.: _____ Year of Study: _____

Study Programme/Major Programme: _____

Last Date of Attendance in the University (only for making-up of official withdrawal): _____

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.

Student’s Signature

Date

For Student Aged Under 18:

Name of Parent/Guardian* in BLOCK Letters: _____ HKID Card/Passport* No.: _____

Signature of Parent/Guardian*: _____ Date: _____

* delete where appropriate

PART 2

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

Interview may be conducted among research postgraduate students.

Personal Information Collection Statement:

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable.
3. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the Registry for UG programmes (registry@LN.edu.hk)/School of Graduate Studies for RPg programmes (sgs@LN.edu.hk).

Copy : The Applicant Librarian Comptroller
 Director of Student Services Director of ITSC
 The Head of Department/Programme Director/Associate Dean (if applicable) concerned

<p>REGISTRY/GS'S USE Student's record updated by : _____ on : _____</p>
