LINGNAN UNIVERSITY Application for Suspension of Studies

Important 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to resume studies at the end of the permitted period of suspension, he/she will be considered as having unofficially withdrawn from the University effective on the first day after the end of the suspension period.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. Non-local students must comply with the HKSAR Immigration Policy concerning their maximum allowable period of stay in Hong Kong. Students concerned shall be responsible for any consequences that their approved application (if any) may lead to.

Application Procedures:

* Delete as appropriate

✓ as appropriate

- 4. Applicant should complete Part A1 of this form and submit it together with the relevant supporting documents to the Registry and the considering unit(s) may request the applicant to provide additional supporting document(s) as they deem necessary.
- 5. The Registry will send this form to the Head of the applicant's Department/Programme Director concerned/ (for a student whose Major programme has not been allocated) for recommendation in Part A2.
- 6. The Registrar will decide whether or not to approve the application and inform the applicant in writing with copy to parties concerned.
- 7. The Registry will complete Part B and send a copy of this form to the concerned Head of Department/Programme Director when the applicant returns to the University.

11 I —	11 1				
Part A1					
Name of Student (English):		(Chinese, if any):	St	udent No.:	
HKID Card No. :					
Address:					
	Contact Tel. No. :		Expected Year	of Graduation :	
Suspension in previous Term(s)					
Application for Suspension:					
	Term of Ac	cademic Year 20			
Reason(s) for Suspension (pleas	e attach supporting docur	nents):			
	Sign	ature of Applicant	Da	ate	
*********	0			********	
For Student Aged Under 18:					
Name of Parent/Guardian* in BLO	CK Letters:	НКІІ	D Card/Passport* No.: _		
			_		
Signature of Parent/Guardian*:			Date:		
Part A2			FOR REGISTRY USE		
I recommend / do not r	* *	ation of Approx	ved / Not approved*		
the above-named student for si	uspension of studies.	Improv	ea, riot approved		
Programme Director/Head	l of Date	_	Registrar	Date	
Department c.c. FO () OSA () Programme D					
c.c. FO () OSA () Programme D	irector/Head of Department conc	erned () Library ()	ITSC ()		
Part B					
To: The Head of Department/	Programme Director co	oncerned			
Please note that the al	nove-named student ha	s reported to the Univ	versity on	and will resume	
his/her studies on					
20	Tie, She had	occir instructed to po	ay morner rees and re	gister for theterm,	
 :					
Registry		Date			
c.c. FO () OSA () Programme D	irector/Head of Department conc	erned () Library ()	ITSC ()		

Personal Information Collection Statement:

- 1. The purpose of collecting personal data by means of this form is to process this application only.
- 2. In order to serve the specified purpose(s), the personal data collected may be transferred to other units within the University for necessary actions, where applicable. All information provided will be destroyed in one year.
- 3. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point (b).
- 4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application cannot be processed.
- 5. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
- 5. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the Registry at registry@LN.edu.hk. Form 9.16.2 July 2023