# 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to resume studies at the end of the permitted period of suspension, he/she will be considered as having unofficially withdrawn from the University effective on the first day after the end of the suspension period.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 (including students from the Chinese Mainland) must take note of 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 suspension of study (if any) may lead to.
4. Non-local students (including students from the Chinese Mainland) are not allowed to take up any internship/placement unless prior approval from the Immigration Department of the HKSAR has been obtained.

**Application Procedures :**

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

** Delete as appropriate* ☐ ✓ *as appropriate*

**Part A1**

Name of Student (English) :_____ (Chinese, if any) :_____ Student No. : _____

HKID Card No. :_____ Year of Study : _____ Study/Major Programme : _____

Address : _____

_____ Contact Tel. No. : _____ Expected Year of Graduation : _____

Suspension in previous Term(s)? ☐ No ☐ Yes. If "Yes", previously suspended in Term ____ of Academic Year _____

Application for Suspension : ☐ **Term** _____ **of Academic Year 20** ____-____

☐ **Term** _____ **of Academic Year 20** ____-____

Reason(s) for Suspension (please attach supporting documents) : _____

_____

_____ _____

**Signature of Applicant** **Date**

**********

**For Student Aged Under 18:**

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

**Signature of Parent/Guardian*:** _____ **Date:** _____

**Part A2**

I recommend / do not recommend* the application of the above-named student for suspension of studies.

_____ _____

Programme Director/Head of Department/ Associate Dean — Date

**FOR REGISTRY USE**

Approved / Not approved*

_____ _____

Registrar — Date

c.c. CO ( ) OSA ( ) Programme Director/HoD concerned/Associate Dean ( ) Lib ( ) ITSC ( )

**Part B**

To : The Head of Department/Programme Director/Associate Dean 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 ( ) OSA ( ) Programme Director/HoD concerned/Associate Dean ( ) Lib ( ) ITSC ( )

**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 (registry@LN.edu.hk).