

LINGNAN UNIVERSITY

Application for Official Withdrawal/Making-up of Official Withdrawal

1. Students who wish to leave the University before graduation must seek official withdrawal from the University by completing this form.
2. An unofficially withdrawn student will not be issued any official documents of the University and will not be re-admitted unless they have completed the making-up of official withdrawal procedures.
3. Application for making-up of official withdrawal is **NOT** applicable to students who are unofficially withdrawn from the University unless they have settled the outstanding payment or items.
4. The application fee for making-up official withdrawal is HK\$90 and HK\$165 for students who are unofficially withdrawn for less than 1 year and for more than 1 year respectively.
5. **For applications received after the end of the Term, the assessment results of the Term concerned will be retained and shown on the transcript.**
6. Approval will be granted only after proper clearance by the units listed in Part 2. **Students should complete Part 1, then bring this form to the offices listed in Part 2 and obtain signatures/official chop of confirmation, and then return this duly completed and signed form to the Registry (for UG programmes)/Programme Office concerned (for TPg programmes)/School of Graduate Studies (GS) (for RPg programmes).** RPg students are encouraged to consult their Programme Directors/Heads of Departments and Supervisors before submission.
7. **Students should clear outstanding matters before submission of the form:-**
 - (a) Settle all outstanding tuition and/or other fees with the Finance Office
 - (b) Return hostel keys/parking permits/outstanding items/fines, if any, to the Campus Support Office, Office of Campus Development and Management
 - (c) Clear/settle all outstanding items/loans/fines with the ITSC and Library
 - (d) Clear all outstanding matters with your Programme Office concerned
 - (e) Return LU Card for students to the Registry (for UG programmes)/Programme Office concerned (for TPg programmes) School of Graduate Studies (for RPg programmes)

The University may withhold the application to a student who has unpaid accounts or unreturned materials on loan due to the University, or who has not met any other obligations due to the University.
8. The withdrawal/making-up of official withdrawal effective date will be the date on which Registry (for UG programmes)/Programme Office concerned (for TPg programmes)/GS (for RPg programmes) receives the duly completed and signed form from the applicant.
9. For non-local students, upon confirmation of withdrawal of studies, the Registry (for UG programmes)/Programme Office concerned (for TPg programmes)/GS (for RPg programmes) will notify the Immigration Department. They must observe the Immigration Policy concerning the maximum allowable period of stay in Hong Kong. For details, please contact the Immigration Department directly.

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 HKDSE 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 Departments/Units concerned*	Confirmed/Approved (by signing below with official chop)	
	Signature & Unit Chop	Date
1. Finance Office <i>Please send the duly completed electronic copy to foar@LN.edu.hk. The Finance Office will return a signed and chopped copy to you by replying to your email after checking.</i>		
2. Office of Student Affairs		
3. Campus Support Office, Office of Campus Development and Management		
4. Information Technology Services Centre (ITSC)		
5. Library		
6. Programme Office concerned		
7. Registry (for UG programmes); or Programme Office (for TPg programmes); or School of Graduate Studies (for RPg programmes)		

- * a) Settle all outstanding tuition and/or other fees with the Finance Office
 b) Return hostel keys/parking permits/outstanding items/fines, if any, to the Campus Support Office, Office of Campus Development and Management
 c) Clear/settle all outstanding items/loans/fines with the ITSC and Library
 d) Clear all outstanding matters with your Programme Office concerned
 e) Return LU Card for students to the:-
 Registry (for UG programmes); or
 Programme Office (for TPg programmes); or
 School of Graduate Studies (for RPg programmes)

Personal Information Collection Statement:

- The purpose of collecting personal data by means of this form is to process this application only.
- 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.
- 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).
- 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.
- Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
- 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 for UG programmes (registry@LN.edu.hk)/Programme Office concerned for TPg programmes/School of Graduate Studies for RPg programmes (sgs@LN.edu.hk).

Copy : () The Applicant () Librarian () Director of Finance
 () Director of Student Affairs
 () The Head of Department/Programme Director/Associate Dean (if applicable)

Internal Use Student's record updated by : _____ on : _____ <input type="checkbox"/> Notify Immigration Department (for non-local students only)
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