

Application for Withdrawal of Study (Applicable to International Foundation Year Programme Students only) 退學申請表(適用於大學先修課程證書學生)

[Ver 05/2026]

IMPORTANT NOTES 重要事項

- Please complete Sections I to III. 請填妥第一至第三部份。
- Please follow the clearance procedures and obtain the endorsement of the offices concerned listed in Section IV. Upon completion of the clearance procedures, please submit the completed form together with the Student ID card (if applicable) at G/F Information Counter, Academic Building in order to complete the official withdrawal procedures. 請依照第四部份到相關部門確認所有項目及款項已歸還及繳清，完成後請到教學大樓地下詢問處遞交簽妥表格連同學生證(如適用)，方可完成正式退學手續。
- Tuition fee paid is not refundable. 已繳學費，概不退還。
- In accordance to the Immigration Policy on Study provided by the Immigration Department, non-local students holding a student visa must leave Hong Kong within 4 weeks from the date of termination of the study. It is an immigration offence for breach of condition of stay if you fail to leave Hong Kong within the prescribed time (<https://www.immd.gov.hk/eng/faq/imm-policy-study.html> Q19 refers). 根據入境事務處「來港就讀」所提供的資料，持有學生簽證的非本地學生必須在學籍終止後的四星期內離開香港，如未能在指定時限內離港，便屬觸犯《入境條例》內有關違反逗留條件的規定(請參閱 <https://www.immd.gov.hk/hkt/faq/imm-policy-study.html> 第 19 題)。
- The personal data given in this form will only be used for the purpose of processing this application and student records. All information provided will be destroyed when no longer required. 此表格所收集的資料將用於處理學生紀錄及完成此申請事宜。學生所提供的資料將於無需要保留時全部銷毀。

Please delete as appropriate 請刪去不適用者

Section I: Student Particulars 第一部份：學生資料

Student Name:

學生姓名 (in Chinese 中文) (in English 英文)

Student No.: Year of Study: HKID Card No.: Contact Phone No.:

學號 年級 香港身份證號碼 聯絡電話

Programme of Study: Email Address:

修讀課程 電郵

Are you a non-local student and need to apply for student visa in order to study in Hong Kong? (If answer "Yes", please read **IMPORTANT NOTE 4**) 學生是否非本地學生而需要申請學生簽證來港讀書? (如答「是」，請細閱**重要事項第4點**) ☐ Yes 是 ☐ No 否

Section II: Reason for Withdrawal 第二部份：退學原因

I hereby confirm you of my decision to discontinue my study at HKSYU with effect from ____ / ____ / 20____ (i.e. Start from #Fall/Spring/Summer ____) due to the following reason:

本人決定於20____年____月____日起(即由 #Fall/Spring/Summer ____)退學，理由如下：

(Please choose the main reason for withdrawal of study and ☒ only **ONE** box 請☒選擇一個最主要的退學原因)

☐ **W1 Continue study in another University/Institution** 轉往其他大學 / 院校繼續升學

Name of University/Institution: 大學或院校名稱		Country/Area: 國家/地區
Name of Study Programme: 課程名稱		
Study Year: 入讀年級	Year of Admissions (including Semester starts): 20____ / ____ AY 學年 (Semester 學期: ____)	
Type of Study Programme: 課程類別	☐ Undergraduate 本科生課程 ☐ Others (please specify): 其他(請註明)	

☐ **W2 Employment** 工作

☐ **W4 Unsatisfactory academic results** 學業成績欠佳

☐ **W6 Emigration** 移民

☐ **W8 Heavy academic workload** 學業繁重

☐ **W10 Lose interest in study programme** 對入讀課程失去興趣

☐ **W11 Others (Please specify, personal reason will not be accepted)**

其他(請註明，私人理由將不獲接受): _____

☐ **W3 Financial reason** 經濟問題

☐ **W5 Health reason(s)** 健康原因

☐ **W7 Adjustment Problem** 適應困難

☐ **W9 Family reason(s)** 家庭原因

Section III: Declaration 第三部份：聲明

I declare that the information given in this form is true and correct. I fully understand and agree to the "IMPORTANT NOTES" of this form. 本人謹此聲明本表格所提供的資料，均屬真實及正確。本人完全明白及同意列載於本表格之「重要事項」。

Signature of Student 學生簽署: _____

Date 日期: _____

Section IV: Clearance Procedures 第四部份：離校程序**(Remark 備註: Incomplete Clearance Procedures will be considered as a Cancellation 未完成離校程序將被視為取消申請)**

Please clear all outstanding matters and obtain the endorsement from the **Library, Hall Management Unit, Registry Office, and Accounts Office** during the following office hours:

9:30am – 1pm and 2pm – 5pm (Monday – Friday except for School and Public Holidays).

請於下列辦公時間到圖書館、宿舍管理部、註冊處及會計部辦理離校程序：
(星期一至五)上午9時30分至下午1時及下午2時至5時 (學校及公眾假期除外)。

*Steps 1-2 are not applicable to a new student who withdraws before the “Orientation Day for new students” *步驟1-2不適用於「新生迎新日」前申請退學的新生			
Step 步驟	Administrative Office 行政部門	Matter for Clearance 離校程序事宜	Remarks 備註
*1	Library 圖書館 (G/F, Library Complex 圖書館綜合大樓地下)	☐ No library borrowing record found/All books returned and refund overdue fines (if any) 申請人未有借書/已辦妥還書手續及繳清所有罰款 (如適用)	
*2	Hall Management Unit 宿舍管理部 (RLG403, Research Complex 研究院綜合大樓 RLG403室)	☐ Not a Hall Resident 未有入宿 ☐ Completed Check-out procedures at Student Hall 已辦妥退宿手續	
3	Registry Office 註冊處 (305-306, High Block, Research Complex 研究院綜合大樓高座 305-306室)	Review of application for Withdrawal 審核退學申請 ☐ Grant approval for withdrawal of study since the #Fall/Spring/Summer Semester of 20__ / __ AY 准予退學。由20__ / __年度 #Fall/Spring/Summer 學期開始退學	

Please **complete all the above steps** before you come to the Accounts Office.
請在前往會計部之前**完成上述所有步驟**。

4	Accounts Office 會計部 (Information Counter, G/F, Academic Building 教學大樓地下詢問處)	Outstanding Fee 欠款	☐ No Outstanding Fee 沒有欠款 / Settled 已清繳	
		Student Locker 儲物箱	☐ Returned 已退還 ☐ No borrow record 未有租用	
		Student ID card 學生證	☐ Returned 收回 / Not issued 未發出 ☐ Lost 已遺失 (申請人簽署 Declared by student: _____)	

Endorsed by the respective administrative offices 相關行政部門核實後蓋章

	Library 圖書館	Hall Management Unit 宿舍管理部	Registry Office 註冊處	Accounts Office 會計部
Office Chop 部門蓋章				
Staff 職員				
Date 日期				

Registry Office Use:
註冊處專用

- ☐ Update SIMS 更新校內學生資料記錄 (Date 日期: _____)
☐ Inform course instructors 通知相關老師