

Application for Withdrawal of Study (Applicable to Postgraduate Student only) 退學申請表(適用於研究生)

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 collect a refund of indemnity deposit. 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），方可退還保證金。
- 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) 根據入境事務處就「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:

修讀課程 Email Address: 電郵

Type of Study Programme: Research Postgraduate (RPG) 研究生研究式課程: ☐ Full-time 全日制 ☐ Part-time 兼讀制
修讀課程類別 Taught Postgraduate (TPG) 研究生修讀式課程: ☐ Full-time 全日制 ☐ Part-time 兼讀制

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: dd / mm / yyyy

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 (Please fill in the following information) 轉往其他院校繼續升學（請填妥以下資料）				
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	
Type of Study Programme: ☐ Postgraduate 研究院課程 ☐ Others (please specify): 課程類別 其他（請註明）				
☐ W2 Employment 工作	☐ W3 Financial reason 經濟問題	☐ W4 Unsatisfactory academic results 學業成績欠佳	☐ W5 Health reason(s) 健康原因	
☐ W6 Emigration 移民	☐ W7 Adjustment Problem 適應困難	☐ W8 Heavy academic workload 學業繁重	☐ W9 Family reason(s) 家庭原因	
☐ W10 Lose interest in study programme 對入讀課程失去興趣		☐ W11 Others (please specify): 其他（請註明）		

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 with 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

第四部份：離校程序

Please clear all outstanding matters and obtain the endorsement from the Library, Office of Student Affairs, Hall Management Unit, Registry Office, Account Office in ascending order. Please visit relevant offices for clearance procedures during the following office hours:

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

請順序到圖書館、學生事務處、宿舍管理部、註冊處及會計部辦理離校程序。請於下列辦公時間到相關部門辦理離校程序：
(星期一至五)上午9時30分至下午1時；下午2時至5時 (學校及公眾假期除外)

*Steps 2-4 are not applicable to new student who withdraws before the “Orientation Day for new students” *步驟2-4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	Registry Office 註冊處 (303, High Block, Research Complex 研究院綜合大樓高座303室)	Major Department and Graduate School 主修學系及研究院 ☐ Consulted Programme Director/Graduate Advisor 已諮詢課程主管／研究生顧問 ☐ Consulted Principal Supervisor (RPG student only) 已諮詢論文指導老師 (只限研究式課程學生) ☐ Recipient of a Postgraduate Studentship 獲授研究生助學金 ☐ Recipient of a Research Studentship/Scholarship 獲授研究獎／助學金 ☐ Grant approval for withdrawal of study since the First/Second/Third semester/trimester of 20____/____ (i.e. #Fall/Spring/Summer _____) 准予退學。由20____/____年度第一/二/三學期開始退學 (即#Fall/Spring/Summer_____) Signature of Vice President (Graduate School): 副校長(研究院)簽署: _____														
*2	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)														
*3	Office of Student Affairs 學生事務處 (402, Residential and Amenities Complex 宿舍文康大樓402室)	☐ Extended Non-means-tested Loan Scheme (ENLS) 擴展的免入息審查貸款計劃 <table><tr><td>Year of Study 年級</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>ENLS 擴展的免入息 審查貸款計劃</td><td></td><td></td><td></td><td></td></tr></table> ☐ Other 其他: _____ ☐ No application record on ENLS 未有申請紀錄				Year of Study 年級	1	2	3	4	ENLS 擴展的免入息 審查貸款計劃					
Year of Study 年級	1	2	3	4												
ENLS 擴展的免入息 審查貸款計劃																
*4	Hall Management Unit 宿舍管理部 (RLG403, Research Complex 研究院綜合大樓RLG403室)	☐ Not a Hall Resident 未有人宿 ☐ Completed Check-out procedures at Student Hall 已辦妥退宿手續														
5	Account Office 會計部 (Information Counter, G/F, Academic Building 教學大樓地下詢問處)	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: _____)													
Indemnity Deposit 保證金 (HK\$ _____) <table><tr><td>扣除 deducted</td><td>發還 Refund</td><td>學生簽收 Signature of student</td><td>日期 Date</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>		扣除 deducted	發還 Refund	學生簽收 Signature of student	日期 Date											
扣除 deducted	發還 Refund	學生簽收 Signature of student	日期 Date													
Endorsed by the respective administrative offices 相關行政部門核實後蓋章																
	Registry Office 註冊處	Library 圖書館	Office of Student Affairs 學生事務處	Hall Management Unit 宿舍管理部	Account 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 ☐ Inform Account Office to discontinue Scholarship/Studentship (if appropriate) 通知會計部終止發放獎／助學金 (如適用)															