

Application for Withdrawal of Study (Applicable to Undergraduate Students only) 退學申請表(適用於本科生)

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)。
- Students are **not allowed to have double benefits from government subsidies simultaneously in the same semester**. Once students paid the tuition fee net of the subsidy under the Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong ("NMTSS") to HKSYU, and subsequently (i) change to another institution's eligible programme under NMTSS in the same semester, students **should not submit another NMTSS application for the same semester to the institution concerned**; or (ii) pursue a subsidized programme (except eligible programmes under NMTSS) in the same semester, students will **no longer be eligible for the NMTSS subsidy for the semester in which they enrolled in the subsidised programme**. Students **must immediately settle the outstanding tuition fee for that semester to HKSYU (i.e. the amount of pre-deducted NMTSS subsidy at the time of tuition payment) to complete the withdrawal process**. 學生不得在同一學期同時享有雙重的政府資助，一旦向本校繳付經扣除「為修讀香港自資學士學位課程學生提供的免入息審查資助計劃」(下稱「NMTSS」)資助的學費，其後(i)在同一學期轉讀另一院校的NMTSS合資格課程，則學生不得在同一學期向相關院校再次提出NMTSS資助申請；或(ii)在同一學期修讀受資助課程(NMTSS合資格課程除外)，則學生將不再符合資格在入讀受資助課程的學期享有NMTSS資助。學生必須立即向本校清繳該學期的學費欠款(即繳付學費時預先扣減的NMTSS資助金額)以完成退學手續。
- 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.: 學號 Year of Study: 年級 HKID Card No.: 香港身份證號碼 Contact Phone No.: 聯絡電話

Programme of Study: 修讀課程 Email Address: 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

Have you received the subsidy under "NMTSS" via the HKSYU? (If answer "Yes", please read **IMPORTANT NOTE 5**) 學生曾否透過本校申領NMTSS的資助？(如答「有」，請細閱重要事項第5點) ☐ Yes 有 ☐ 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 ____) due to the following reason:
本人決定於20____年____月____日起(即由 #Fall/Spring ____)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

(Please read **IMPORTANT NOTE 5** and fill in the following information 請細閱重要事項第5點及填妥以下資料)

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	Year of Admissions (including Semester starts): 入讀學年及學期 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, Office of Student Affairs, 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、學生事務處、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 1-3 are **not applicable** to a new student who withdraws before the “Orientation Day for new students”

*步驟1-3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	Office of Student Affairs 學生事務處 (402, Residential and Amenities Complex 宿舍文康大樓402室)	Grant/Loan 助學金 / 貸款 ☐ Financial Assistance Scheme for Post-secondary Students (FASP) 專上學生資助計劃 ☐ Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) 專上學生免入息審查貸款計劃 ☐ Winsor Education Foundation Loan 南聯教育基金貸款 ☐ Other 其他: _____ ☐ No application record on FASP and/or NLSPS 未有申請政府資助或貸款紀錄 Amount 款額 <table><thead><tr><th>Year of Study 年級</th><th>1</th><th>2</th><th>3</th><th>4</th></tr></thead><tbody><tr><td>Grant 助學金</td><td></td><td></td><td></td><td></td></tr><tr><td>Living Loan 生活費貸款</td><td></td><td></td><td></td><td></td></tr><tr><td>NLSPS 免入息審查貸款</td><td></td><td></td><td></td><td></td></tr></tbody></table>	Year of Study 年級	1	2	3	4	Grant 助學金					Living Loan 生活費貸款					NLSPS 免入息審查貸款					
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*3	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																					
4	Registry Office 註冊處 (305-306, High Block, Research Complex 研究院綜合大樓高座 305-306室)	Check SIMS ☐ Non-local student 非本地學生 (go to前往 III) ☐ Local student 本地學生 (go to前往 I) I. Received/receiving NMTSS? 曾獲得NMTSS資助? ☐ No 否 (go to前往III) ☐ Yes 是 (go to 前往A→B) A. Last Semester receiving NMTSS (最後一學期申領NMTSS): Sem學期 _____; Fee Paid已繳學費: _____ B. Continue study in Hong Kong 繼續在香港升學 ☐ No 否 (go to前往III) ☐ Yes 是 (go to 前往 C→II) C. Have paid tuition net of NMTSS subsidy to HKSYU and continue study at another university/institution in Hong Kong in the same semester. 同一學期已向HKSYU繳付扣除NMTSS資助的學費並轉往香港其他大學 / 院校繼續升學 ☐ No 否 ☐ Yes 是 (☐ NMTSS ☐ UGC-funded大學教育資助委員會資助 ☐ SSSDP指定專業 / 界別課程資助計劃 ☐ Other Government-funded其他政府資助 ☐ Non-government-funded非政府資助) programme課程 To be completed and approved by Registrar (if applicable) 由註冊主任填寫及批准 (如適用) II. ☐ Require to settle outstanding Tuition Fee (i.e. pre-deducted NMTSS subsidy) 需要先清繳學費欠款(即已預先扣減的NMTSS資助金額): HK\$ _____ (Sem學期: _____) ☐ No need to refund pre-deducted NMTSS Subsidy 無需退還預先扣減的NMTSS資助金額 ☐ Remind students should NOT submit another NMTSS application to another institution in the same semester 提醒學生不可在同一學期到另一院校申領NMTSS Signature by Registrar 註冊主任簽署: _____ III. Review of application for Withdrawal 審核退學申請 ☐ Grant approval for withdrawal of study since the *First/Second semester of 20 ____ / ____ 准予退學。由20 ____ / ____ 年度 *上 / 下學期開始退學																					
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。																							
5	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: _____) Indemnity Deposit 保證金 (HK\$ _____) <table><thead><tr><th>扣除 Deducted</th><th>發還 Refund</th><th>學生簽收 Signature of student</th><th>日期 Date</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	扣除 Deducted	發還 Refund	學生簽收 Signature of student	日期 Date																	
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Endorsed by the respective administrative offices 相關行政部門核實後蓋章																							
	Library 圖書館	Office of Student Affairs 學生事務處	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																						