



Notification of Withdrawal of Studies

Please read the **Notes to Applicants** overleaf before completing this form.

Personal Particulars

Applicant's Name: _____ Student ID No.:

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Programme Code / Programme Title: _____

Daytime Contact Phone No.: _____ HKID/Passport* No.: _____

E-mail Address: _____@uowmail.edu.au

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Withdrawal to take effect from: (Please ✓ as appropriate)

• **Effective from:**

1. Semester A or Semester B or Summer Term

• **Reason for Withdrawal: (Please select the most appropriate box)**

2. Adaptation difficulty Emigration Employment reason

Entry to other HK university / Institution (please complete following i - v)

- i. Are you pursuing study at one of the UGC-funded Institutions? Yes No Not Applicable
 ii. Are you pursuing study in the same major? Yes No Not Applicable
 If 'No', please specify: _____
 iii. What is your level of study? Associate Degree Bachelor Degree Master Degree
 iv. Year of study 1st 2nd 3rd 4th Not Applicable
 v. Did you apply for admission to the new programme/
 another institution by submitting fresh HKDSE results? Yes No Not Applicable

Family obligations Financial hardship Heavy academic workload

Loss of interest Medical/health reason

Overseas studies

- i. What is your study destination? _____ Please specify the Country: _____
 ii. What is your level of study? Associate Degree Bachelor Degree Master Degree

Unsatisfactory academic result

Others: _____

• **Declaration:**

I confirm to withdraw from my studies in the above programme. I understand that:

- I. I should notify the Student Finance Office (SFO) about my withdrawal of studies immediately in writing if I am an applicant of Financial Assistance Scheme for Post-secondary Students and/or Non-means-tested Loan Scheme.
- II. Refund of tuition fees, if applicable, will be processed according to the College's Regulations on Tuition Fees.
- III. I should clear all outstanding matters with the College within 10 working days upon notification of withdrawal.
- IV. Subject to my clearing of all outstanding matters with the College, the graduation fee, if applicable, will be refunded.
- V. If I wish to be readmitted after withdrawal and the readmission is approved, my previous period of study will be counted in the calculation of my maximum period of study for the readmitted programme.

Signature of Applicant

Date

UOW College Hong Kong (UOWCHK)

Application for Withdrawal from Studies

Notes to Applicants

1. Students who do not plan to continue their studies at the College should submit the withdrawal notification.
2. Applicants may authorize a third party to submit the application on their behalf. In this connection, the authorized person should produce his/her HKID card or passport for identification and record purpose and present the following documents upon application:
 - The application form for Withdrawal from Studies (present this only upon application);
 - An authorization letter signed by the student concerned; and
 - A copy of the Student Identity Card/HKID card/passport of the student concerned (this will be returned to the authorized person after inspection).
3. **Matters to settle with the College upon Withdrawal** - Students are required to settle the following matters within 10 working days upon notification of withdrawal:
 - Settle all outstanding fees in the student account
 - Return all outstanding loans to the Library and settle all outstanding fines
 - Vacate your locker and complete the necessary procedures with the College
 - Clear all outstanding matters with your Faculty
 - Cut your student identity card into halves and return it to the College Office after receiving confirmation for withdrawal. The graduation fee will be refunded if students have settled all outstanding matters with the College.
4. **Unpaid Tuition Fees** - Students who have withdrawn from studies but still have outstanding fees in their student accounts will be flagged in the student record system as debtors. The graduation fee will not be refunded. These students will be required to clear the amount when seeking admission/re-admission in future.
5. **Informing the SFO** - If you are an applicant of the Local Student Finance Scheme and/or Non-means Tested Loan Scheme in the current academic year, you should notify the Student Finance Office (SFO) immediately once your application for withdrawal is approved. SFO will review your application and adjust your entitlement to financial assistance, if appropriate. In the event that there is overpayment of financial assistance, you will be required to refund the overpaid amount immediately upon demand.
6. **Personal Information Collection Statement:**
 - The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the College unable to process the application.
 - The information provided may be disclosed/transferred to relevant academic units/ administrative offices within the College for consideration and/or necessary actions.
 - For non-local students, changes in student records may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
 - After the application has been processed, relevant data will be transferred to the student record system of the College.

Application Procedures

You may apply in person together with a valid legal proof of identity, e.g., HKID Card or passport for verification, to the College Office at:

Tai Wai Campus --- 1/F, 18 Che Kung Miu Road, Tai Wai (adjacent to Phase 3 of Pavilia Farm)