



The Hong Kong University of Science and Technology

Academic Registry

Application for Class Enrollment/Withdrawal after Add/Drop Period

Important Notes :

1. Requests to add a course or to withdraw from a course after the add/drop period will not be accepted except under extenuating circumstances. Students who wish to enroll / withdraw from a course should complete Sections I and II below and submit the form to the course instructor, their major department and the Dean (or the Dean's designate) for approval.
2. Students are cautioned that withdrawal may affect their academic progress and result in less than the specified units being earned in the term.
3. If the application is accepted, a confirmation email will be sent to the campus email account of the student. In the case of withdrawal, the Withdrawal without Penalty (W) grade will be recorded as the course grade. There is no refund of the tuition fees paid for the withdrawn courses.
4. Not until students receive the confirmation email from the ARO, they should continue to attend classes, complete course work and sit for examination for the course in request.

Section I Student Particulars

Student Name: _____ Student No.:

--	--	--	--	--	--	--	--	--	--

(In English)

Program of Study: _____ Year of Study: _____ Email Address: _____

Section II Application Details

Type of Approval Request: Enroll / Audit / Withdraw (Please delete as appropriate) Term: _____

Course Code: _____ Section:

L		T		LA		R	
---	--	---	--	----	--	---	--

Course Title: _____

Reasons in Support of Application: _____

Signature of Student : _____ Date : _____

Signature of Course Instructor : _____ Date : _____

Personal Information Collection Statement

- i) The personal data provided in this form will be used for checking of records and processing this application only. It is obligatory for you to supply the required data on this form. Your application may be delayed or may not be considered if the data submitted are incomplete.
- ii) The personal data collected may be provided to major departments / schools, or relevant administrative offices for the above mentioned purposes.
- iii) For access or correction of the personal data after submission of this form, please contact the Academic Registrar (email: progreg@ust.hk, Office address: Academic Records and Registration, Academic Registry, Room 1381, Academic Building, HKUST). For the University's Privacy Policy, please refer to <http://www.ust.hk/privacy-policy>.

