



**THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**Academic Records and Registration, 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 There is no refund of the tuition fees paid for the withdrawn courses.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 ARR, 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](mailto: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>.

**Section III To be Completed by Major Department**

Counseling as to consequences of late enrollment / withdrawal given on: \_\_\_\_\_

Counseling given by: \_\_\_\_\_

Remarks (if any):

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

( )

Head of Department / Major-Program Coordinator

**Section IV Decision by School**

The application is:  approved  not approved

\_\_\_\_\_  
Signature of Dean of School (or designate)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Office Use Only**

Received On	Student Notified		Computer Record Updated	
	by	on	by	on

Remarks: