



THE HONG KONG UNIVERSITY OF SCIENCE & TECHNOLOGY
Academic Records and Registration, Academic Registry
Application for Withdrawal of Study

Notes and Application Procedures

1. Clear all outstanding dues with the University and obtain the endorsement of the offices concerned in Sections IV & V.
2. Complete Sections I-III and return the application form to ARR together with your Student ID Card.
3. You will receive a refund of caution money and a free copy of transcript of studies subject to your clearing of all outstanding dues with the University and return of your Student ID Card when submitting this form. Caution money will be forfeited otherwise. Please check and update your mailing address in the Student Center page of Student Information System (SIS) if the address record is not valid.
4. Tuition fee paid is **NOT** refundable.
5. The withdrawal will take effect from the date this application is received by ARR.

I. Student Particulars

Student Name : _____ Student No. :

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(In English)

Program of Study : _____ Contact Phone No. : _____

II. Reason for Withdrawal

[Please tick the most appropriate box]

- 1. Adaptation/Adjustment reasons
 - 2. Concurrent registration rejected
 - 3. Emigration
 - 4. Employment
 - 5. Family reasons
 - 6. Financial hardship (*Please approach SFAO for assistance if necessary*)
 - 7. Health
 - 8. Too heavy an academic workload
 - 9. Join overseas institution
 - 10. Join another local university (Name of University : _____)
 - 11. Lose interest in program
 - 12. Unsatisfactory academic progress
 - 13. Others (*please specify*) : _____
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III. Declaration

1. I have decided to discontinue my study in the Hong Kong University of Science and Technology. I hereby declare that I have cleared all outstanding dues with the major Department, Library, Student Affairs Office, Finance Office and other offices concerned.

2. [Please tick one]

My Student ID Card is returned herewith for cancellation

I have lost my Student ID Card

Signature of Student

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>.

IV. Outstanding Dues Cleared

	Major Department	Library	Scholarships and Financial Aid Office (SFAO) (Lift 29)
Signature			
Designation			
Date			

V. Endorsement of Department

I acknowledge the student's application for withdrawal from the University.

Signature of UG / PG
Coordinator / Program Director

Name

Date

VI. Academic Records and Registration Use Only

Tuition Fee : Cleared Outstanding (_____) Other details : _____

Caution Money : Cleared Outstanding (_____) Other details : _____

Effective Date of Withdrawal : _____

Result Received On	Computer Record Updated		Transcript Sent	
	by	on	by	on
Remarks :				