



The Hong Kong University of Science and Technology
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 the Academic Registry 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 contact information in the Student Center page (http://arr.ust.hk/student-center) if the 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 the Academic Registry.
6. According to the Immigration Policy on Study in Hong Kong, 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).

I. Student Particulars

Student Name : Student No. :
(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) :

### 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, Scholarships and Financial Aid 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: arprog@ust.hk, Office address: 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 3)
Signature			
Designation			
Date			

### V. Endorsement of Program Department

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

\_\_\_\_\_  
Signature of UG / PG  
Coordinator / Program Director

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

### VI. Academic Registry 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 :				