

LINGNAN UNIVERSITY
Master of Science in International Banking and Finance

Application for Leave of Absence for Postgraduate Students

- Notes :**
1. A student who, because of health or financial problems or for other valid reasons, wishes to obtain leave of absence of more than three weeks should obtain prior permission from the programme concerned.
 2. Leave of absence may be granted for a maximum period of 12 months. Any periods of leave of absence taken shall be included as part of the period of study. A student whose accumulated leave of absence exceeds one-third of the term should not be assessed and awarded credits for the courses enrolled in the term.
 3. The student should complete Part A1 of this form and submit it together with the relevant supporting documents to the programme office.
 4. The programme office will complete Part A2 and forward this form to the Registry. The Registry will then issue a letter of notification to the applicant with copy to the programme office concerned.
 5. The programme office will complete Part B and send a copy of this form to the Registry when the applicant returns to the University.

Part A1

Name of Applicant : _____ Student No. : _____

Study Programme : _____

Address : _____

_____ Tel. No. : (H) _____ (O) _____

Leave of Absence Period : from _____ to _____

Reason(s) : _____

Signature of Applicant

Date

Part A2

I approve/do not approve* the application of the above-named student for leave of absence during the above-mentioned period.

Programme Director

Date

c.c. CO () SSC () Registry () Lib () ITSC ()

Part B

To : The Registrar

Please note that the above-named student has reported to the University on _____ and will resume his/her studies on _____. He/She has been instructed to pay his/her fees and register for the ____ term, 20__ - ____.

Programme Director

Date

c.c. CO () SSC () Registry () Lib () ITSC ()

* Delete as appropriate

Personal Information Collection Statement:

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable.
3. The personal data collected will not be disclosed to third parties other than the afore-specified one without your approval, or unless required by law.
4. Unless indicated otherwise, all personal data requested in this form is required for its purposes. If such data is incomplete or inaccurate, we may not be able to process your application for reassessment.
5. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For such requests, please contact the MIBF Programme Office at 2616 7180 or mibf@LN.edu.hk.