

**LINGNAN UNIVERSITY**

**Master of Science in International banking and Finance**

**Application for Official Withdrawal from Taught Postgraduate Studies**

1. A student who wishes to leave the University before graduation must seek official withdrawal from the University by completing this form.
2. Approval will be granted by the Registry only after proper clearance by the Director of Information Technology Services Centre (ITSC), the Librarian, and the Associate Vice-President & Comptroller. The student should complete Part 1, bring this form to the offices listed in Part 2 and obtain signatures of confirmation, and then return this form to the Registry.
3. The student should return all borrowed equipment to the ITSC, all borrowed books to the Library, his/her Parking permit (if any) to the Comptroller's Office, and his/her Student Identity Card to the Registry. He/She should also be clear of any grants and loans, and return the Student Personalised Octopus Card to the Card Company (if applicable).
4. Students who leave the University without prior approval by the Registry will be considered as having unofficially withdrawn from the University on the last day of the teaching term concerned. They will not be issued any official documents of the University and will not be re-admitted.

**PART 1**

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Study Programme: \_\_\_\_\_

Withdrawal Effective Date: \_\_\_\_\_ Contact Tel. No. : \_\_\_\_\_

Please select from below the most significant reason of your withdrawal: \_\_\_\_\_

(A) Continuation of study in another local institution; (B) Continuation of study in another non-local institution; (C) Unsatisfactory academic result; (D) Emigration; (E) Employment or Job-related reason; (F) Financial reason; (G) Health reason; (H) Adaptation and adjustment reason; (I) Other academic reason; (J) Other non-academic reason, please specify:

If you choose (A) above, please provide in the space below: (i) name of institution; (ii) level of study (e.g. undergraduate); (iii) major; (iv) year of study.

If you choose (B) above, please provide in the space below: (i) study destination; (ii) level of study.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**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.

**PART 2**

Clearance by Head of Units concerned or his/her representative	Confirmed/Approved	
	Signature	Date
(1) Information Technology Services Centre (All borrowed equipment returned)		
(2) Library (All borrowed books returned)		
(3) Programme Office (No tuition fee and other fees due to the University)		
(4) Comptroller's Office (Parking Permit(s) returned)		
(5) Registry (Student I.D. Card returned)		

- Copy :  Librarian  
 Associate Vice-President & Comptroller  
 Director of ITSC  
 The Programme Director concerned  
 The Applicant

**REGISTRY'S USE**

Student's record updated

by : \_\_\_\_\_

on : \_\_\_\_\_