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LINGNAN UNIVERSITY

Master of Science in International and Development Economics Programme

Application for Official Withdrawal from Taught Postgraduate Studies

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Notes:

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 MIDE office.

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 MIDE office. 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 Students who leave the University without prior approval by the Registry will be considered as having unofficially withdrawn from the University on the last day of the teaching term concerned.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.

5. MIDE office will inform Hong Kong Immigration for any withdrawal of student visa application. The visa application/ assigned student visa will no longer be valid. Any related legal liability should be bore by applicant.

6. All paid tuition fee and other fee are non-refundable.

PART 1

Name (English): _____ Name (Chinese): _____ Student No.: _____

Study Programme: _____ Year of Study: _____

Withdrawal Effective Date: _____ Contact Tel. No. : _____

Please select from below the most significant reason of your withdrawal (please put a √ in the box):

☐ A. Continuation of study in another local institution:

        (i) name of institution:_____

        (ii) level of study (e.g. postgraduate):_____

        (iii) major:_____

        (iv) year of study:_____

☐ B. Continuation of study in another non-local institution:

        (i) study destination:_____

        (ii) level of study:_____

☐ 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:

_____

_____

           _____   _____

                     Signature   **Date**

PART 2

Clearance by Head of Units concerned Or his/her representative		
(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)		

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Copy : ( ) Librarian

　　　( ) Associate Vice-President & Comptroller

　　　( ) Director of ITSC

　　　( ) The Programme Director concerned

　　　( ) The Applicant

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 MIDE Programme Office at 2616 8597 or mide@LN.edu.hk.