**LINGNAN UNIVERSITY**

**Application for Suspension of Studies**

**Important Notes :**

1. A student who, because of health or financial problems or for other valid reasons, wishes to suspend his/her studies until the end of the term for which he/she is enrolled or the end of the following term, may apply to the Registrar.
2. The period of suspension should normally not exceed two terms. If the applicant fails to return to the University to resume studies at the end of the permitted period of suspension, he/she will be considered as having unofficially withdrawn from the University effective on the first day after the end of the suspension period.
3. Non-local students must comply with the HKSAR Immigration Policy concerning their maximum allowable period of stay in Hong Kong. Students concerned shall be responsible for any consequences that their approved application (if any) may lead to.

**Application Procedures :**

1. Applicant should complete Part A1 of this form and submit it together with the relevant supporting documents to the Registry. The Registry and the considering unit(s) may request the applicant to provide additional supporting document(s) as they deem necessary.
2. The Registry will send this form to the Head of the applicant’s Department/Programme Director concerned/ (for a student whose Major programme has not been allocated) for recommendation in Part A2.
3. The Registrar will decide whether or not to approve the application and inform the applicant in writing with copy to parties concerned.
4. The Registry will complete Part B and send a copy of this form to the concerned Head of Department/Programme Director when the applicant returns to the University.

*\* Delete as appropriate* □ ✓ *as appropriate*

|  |
| --- |
| **Part A1**  Name of Student (English) : (Chinese, if any) : Student No. :  HKID Card No. : Year of Study : Study/Major Programme :  Address :  Contact Tel. No. : Expected Year of Graduation :  Suspension in previous Term(s)? □ No □ Yes. If “Yes”, previously suspended in Term of Academic Year  Application for Suspension : □ **Term**  **of Academic Year 20**  **-**  □ **Term**  **of Academic Year 20**  **-**  Reason(s) for Suspension (please attach supporting documents) :      **Signature of Applicant** **Date**  **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***  **For Student Aged Under 18:**  Name of Parent/Guardian\* in BLOCK Letters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HKID Card/Passport\* No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of Parent/Guardian\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_ |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part A2**  I recommend / do not recommend\* the application of the above-named student for suspension of studies. | | | | |  | **FOR REGISTRY USE** | | | | |
| Approved / Not approved\* | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Programme Director/Head of Department |  | Date |  |  | Registrar |  | Date |  |
| c.c. FO ( ) OSA ( ) Programme Director/Head of Department concerned ( ) Library ( ) ITSC ( ) | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part B**  To : The Head of Department/Programme Director concerned  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\_\_\_ - \_\_\_. | | | | |
|  |  |  |  |  |
|  | Registry |  | Date |  |
| c.c. FO ( ) OSA ( ) Programme Director/Head of Department concerned ( ) Library ( ) ITSC ( ) | | | | |

**Personal Information Collection Statement:**

1. The purpose of collecting personal data by means of this form is to process this application only.
2. In order to serve the specified purpose(s), the personal data collected may be transferred to other units within the University for necessary actions, where applicable. All information provided will be destroyed in one year.
3. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point (b).
4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application cannot be processed.
5. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
6. 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 requests for access to personal data, please contact the Data Protection Officer at [DPO@LN.edu.hk](mailto:DPO@LN.edu.hk). For requests to correct/update personal data, please contact the Registry at [registry@LN.edu.hk](mailto:registry@LN.edu.hk). Form 9.16.2 July 2023