

## TUNG WAH COLLEGE

## Registry

Ref. No.:

WD- \_\_\_\_\_ - \_\_\_\_\_

**Clearance Form for Official Withdrawal of Study / De-registration**

Please read the following notes before completing this form.

- Please complete the clearance procedures by visiting different units to obtain the endorsement of the units concerned in Section D** before submission of the completed form together with your Student Identity Card to the Registry (REG). You must:
  - clear/settle all outstanding fees/loan of equipment or books with relevant units; and
  - clear your locker and leave the door of your locker open.
 [Note: Any items left in the locker may be removed and disposed of without prior notice.]
- The tuition fee is **non-refundable** and **non-transferrable**. The Finance Office will issue a payment reminder for the outstanding tuition fee and other outstanding balance, if any.
- NO** official documents including transcripts and testimonial will be issued **if a student has not completed the clearance procedures or has not cleared/settled all outstanding fees/loan of equipment or books with relevant units**.
- If you are an applicant of the Financial Assistance Scheme for Post-secondary Students and/or Non-means Tested Loan Scheme in the current academic year, you should notify the Student Finance Office (SFO) about your withdrawal of study immediately in writing.
- Newly admitted students who withdraw before the academic year starts only need to return the Student Identity Card to REG without filling in Section D overleaf.

**Section A: Student Particulars**Name(Mr/Miss/Ms\*): \_\_\_\_\_ ( \_\_\_\_\_ ) Student No.: \_\_\_\_\_  
*English Name in BLOCK letters Chinese Name*

Programme of Study: \_\_\_\_\_ (Major: \_\_\_\_\_ ) Phone No.: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Are you a non-local student requiring a student visa to stay in Hong Kong?  Yes#  No (Please "✓" as appropriate)

\* Delete as appropriate

# The Immigration Department will be informed once it is confirmed that your application has been approved.

**Section B: Declaration**

(Please "✓" as appropriate)

(i) Student Identity Card

- My Student Identity Card is returned herewith for cancellation.
- I have lost my Student Identity Card.

I, \_\_\_\_\_, hereby declare that I have lost my Student Identity Card. I will bear full responsibility for any illegal use of the said item. I undertake to return the card to the Registry should it be found subsequently. I understand a false declaration of losing my Student Identity Card is a criminal offence and may result in the College's reporting the case to the Police.

(ii) Withdrawal Date (not applicable to unofficial withdrawal / de-registration cases)

I understand that my withdrawal status will take effect **on the date of submission of this clearance form to the Registry**.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

**For REG use only (Form REG-07)**

Approved by:

Previously Unofficially withdrawn/De-registered\* on \_\_\_\_\_

Effective date of withdrawal / de-registration: \_\_\_\_\_

Registrar \_\_\_\_\_

Checked by \_\_\_\_\_

Date: \_\_\_\_\_

**Section C: Reason for Withdrawal (not applicable to de-registration cases)**

I wish to withdraw my study at the College due to the following reason: *(Please "✓" as appropriate)*

- Admission to another **local/ overseas\*** university or post-secondary institution  
 Name of the University/Institution: \_\_\_\_\_  
 Programme title: \_\_\_\_\_
- Unsatisfactory academic results                       Health and medical reasons  
 Employment or job-related reasons                       Emigration  
 Financial reasons     Others (please specify): \_\_\_\_\_

**Remarks: As requested by the EDB, students who receive NMTSS/SSSDP subsidy must report changes of their study information to the institutions, and any changes to their study information may affect the disbursement of subsidy. They are also required to state their reason of withdrawal in detail (i.e. "personal reason" would NOT be accepted).**

*\* Delete as appropriate*

**Section D: Clearance Statement**

**(Students should visit different units to obtain the endorsement of the units concerned)**

Academic / Administrative Units	Matters for Clearance	Signature & Remarks of Staff-in-charge			
		Cleared? <i>(Please "✓")</i>	Signature of Staff	Date	Remarks
School (ARH – 17/F, MKA / MGT – 21/F, MKA / NUR – 16/F, KPC / MHS – 19/F, KPC)	Outstanding fees / Academic matters	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Library (5/F, KPC)	Outstanding loans / Fines	<input type="checkbox"/> Yes <input type="checkbox"/> No			
ITSO (Rm 905A, KPC)	Loans of equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Registry (8/F, KPC)	Student ID Card	<input type="checkbox"/> Yes <input type="checkbox"/> No			<i>Re: Section B(i)</i>

**For REG use only (Form REG-07)**

- (1) Receive form by \_\_\_\_\_ on \_\_\_\_\_
- (2) Check whether student previously Unofficially withdrawn/De-registered by \_\_\_\_\_ on \_\_\_\_\_
- (3) [Except UW/De-reg] Update "OWDC" status in PowerCAMPUS by \_\_\_\_\_ on \_\_\_\_\_
- (4) [Except UW/De-reg] Drop courses (before add/drop deadline) by \_\_\_\_\_ on \_\_\_\_\_  
 OR Add 'W' grades (after add/drop deadline and before semester exam starts) by \_\_\_\_\_ on \_\_\_\_\_
- (5) [Except UW/De-reg] Inform Library, ITSO to deactivate account by \_\_\_\_\_ on \_\_\_\_\_
- (6) Non-local student? *(YES/NO\*)*. If YES, notify Immigration Department of Withdrawal by \_\_\_\_\_ on \_\_\_\_\_
- (7) Scan and email signed clearance form to FO to check outstanding fees by \_\_\_\_\_ on \_\_\_\_\_
- (8) Pass the clearance form to REG Programme Officer by \_\_\_\_\_ on \_\_\_\_\_
- (9) Receive advice from FO (*Outstanding Fees: YES/NO\**) by \_\_\_\_\_ on \_\_\_\_\_  
**If Outstanding fees/items for Withdrawal → step (10). If NO Outstanding fees/items for Withdrawal → step (14).  
 If NO Outstanding fees/items for De-registration → step (18).**  
 \*\*\*\*\*
- (10) Update "UNWI" status and add "Stop List" in PowerCAMPUS by \_\_\_\_\_ on \_\_\_\_\_
- (11) Post AND E-mail Unofficial Withdrawal letter to student (cc School & FO) by \_\_\_\_\_ on \_\_\_\_\_
- (12) Scan AND File by \_\_\_\_\_ on \_\_\_\_\_
- (13) Receive notification on outstanding fees settlement from FO by \_\_\_\_\_ on \_\_\_\_\_ [go to step (14)]  
 \*\*\*\*\*
- (14) Update "OFWI" status and remove "Stop List" in PowerCAMPUS by \_\_\_\_\_ on \_\_\_\_\_
- (15) Post AND E-mail Official Withdrawal letter to student (cc School & FO) by \_\_\_\_\_ on \_\_\_\_\_
- (16) Scan AND File by \_\_\_\_\_ on \_\_\_\_\_
- (17) Send duly signed "original" clearance form to FO by \_\_\_\_\_ on \_\_\_\_\_  
 \*\*\*\*\*
- (18) Remove "Stop List" in PowerCAMPUS by \_\_\_\_\_ on \_\_\_\_\_
- (19) Scan AND File by \_\_\_\_\_ on \_\_\_\_\_
- (21) Send duly signed "original" clearance form to FO by \_\_\_\_\_ on \_\_\_\_\_

*\* Delete as appropriate*