TUNG WAH COLLEGE
Registry
Application for Special Add/Drop of Course(s) / Course Withdrawal

Ref. No.:
AD-_____S____-_____

Please submit ONE form for EACH course/application and read the NOTES TO STUDENTS overleaf before completing this form.

Section A: Student Particulars and Confirmation

Name*(Mr/Miss/Ms*)*: _____ (_____)   Student No.: _____
English Name in BLOCK letters   *Chinese Name*

Programme of Study: _____ (Major: _____)   Phone No.: _____

I confirm that:
(a) there is no time conflict among my registered course(s) and the course(s) to be ADDED; and
(b) prerequisite courses, if any, for course(s) to be ADDED have been completed successfully.

Signature of Student: _____   Date: _____

* Delete as appropriate

Section B: Application Details

Course Code	Course Title	Add/Drop/ Withdraw	Section
		Add	Lecture: _____ Seminar: _____ Tutorial: _____ Lab: _____
		Drop/ Withdraw	Lecture: _____ Seminar: _____ Tutorial: _____ Lab: _____

Reason(s) *(please provide supporting documents if available)*

To be Endorsed by Course Instructor *(Please "✔" as appropriate)*   Name:

☐ Recommend to approve with comments: Signature:
_____

☐ NOT Recommend to approve with comments:
_____
_____   Date:

To be Approved by Programme Leader *(Please "✔" as appropriate)*   Name:

☐ APPROVED the student's application for Special Add/Drop with comments: Signature:
_____

☐ DISAPROVED the student's application for Special Add/Drop with comments:
_____
_____   Date:

For FO/REG use only (Form REG-03*S*)

Paid by Cash / Cheque / Bank-in / Octopus / EPS   Payment Ref: _____   Amount: $_____

FO Receipt No.: _____   Handled/Recorded by _____ on _____

NOTES TO STUDENTS

1. Normal add/drop is conducted online via PowerCAMPUS Self-Service during course add/drop period. This form is applicable only for the following situations:
    (a) Students cannot add/drop the course online during the course add/drop period due to special reasons.
    (b) Students wish to withdraw from a course with justification AFTER the course add/drop period.

2. Please note that special add/drop requests require special consideration by the respective School on a case by case basis and may NOT be approved. The application fee for late application (AFTER the course add/drop period) is $200/course.

3. Permission to withdraw from a course after course add/drop period will only be given to students who could provide medical supporting documents or strong justifications for other unforeseen circumstances. Course approved for withdrawal will be assigned a 'W' grade in the academic transcript. Grade 'W' will not be included in GPA calculation. Students are required to pay the FULL amount of tuition fees for the withdrawn courses.

4. Applications should be submitted to the Registry **at least four weeks (two weeks for Semester 3) before the commencement of the semester examination**.

5. Students will be notified of the application result via the College email once available.

6. Students are required to attend the classes as scheduled until the application for dropping the course / course withdrawal is formally approved.

7. The Registry will update the course registration records for the students upon receipt of decision for the application from the respective School.

8. The information provided in this form will only be used for processing this application. The Registry will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the College for handling of the application.

For REG use only (Form REG-03S)
1. Receive application form by _____ on _____
2. Scan form and pass to Programme Officer by _____ on _____
3. Check seats availability in PowerCAMPUS by _____ on _____
4. Check student has met the prerequisite(s) by _____ on _____
5. Check student has no time conflict by _____ on _____
6. Send application to School by _____ on _____
7. Receive decision from School by _____ on _____
8. Update PowerCAMPUS on approved add/ assign 'W' grade in PowerCAMPUS by _____ on _____
9. Notify student of result via e-mail by _____ on _____
8. Scan AND File by _____ on _____