



**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 1902, 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- (2) Check whether student previously Unofficially withdrawn/De-registered by \_\_\_\_\_ on \_\_\_\_\_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).**  
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- (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)]  
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- (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 \_\_\_\_\_  
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- (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