Form REG-07

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.

- 1. 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:
 - (a) clear/settle all outstanding fees/loan of equipment or books with relevant units; and
 - (b) 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.]

- 2. The tuition fee is <u>non-refundable</u> and <u>non-transferrable</u>. The Finance Office will issue a payment reminder for the outstanding tuition fee and other outstanding balance, if any.
- 3. 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.
- 4. 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.
- 5. 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	n A: Student Par	ticulars						
Name(/	Mr/Miss/Ms*):	English Name in BLOCK letters	()	Student No.:				
Program	nme of Study:	(Major	:)	Phone No.:				
Persona	ıl Email:	<u>-</u>						
Correspondence Address:								
		t requiring a student visa to stay in H	ong 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 appropria	re)						
,	Student Identity (
` /	My Student Ident	ity Card is returned herewith for c	ancellation.					
	•							
-	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)	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.							
Signatu	re of Student:		Date:					
For RE	G use only (Form	REG-07)	Aŗ	pproved by:				
Previou	sly <u>Unofficially wit</u>	hdrawn/De-registered* on	· · · · · · · · · · · · · · · · · · ·					
Effectiv	e date of withdrawa	al / de-registration:	_	<u> </u>				
Checked	Checked by Date:							

Ref. No.:	
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Section C: Reason for Withdrawal (not applicable to de-registration cases)						
•	dy at the College due to the fo	-		riate)		
1	local/ overseas* university					
	ty/Institution:					
	• 1,		4 4 4			
☐ Unsatisfactory acader☐ Employment or job-re		☐ Health and ☐ Emigratio	d medical reasons			
Employment or job-re	Hateu reasons	•	on lease specify):			
Remarks: As requested b	y the EDB, students who re	eceive NMTSS/SS	SSDP subsidy must	t report chan	iges of their study	
	tions, and any changes to the					
* Delete as appropriate	state their reason of withd	rawal in detail (i.	e. "personai reaso	n" would INC	of the accepted).	
Section D: Clearance S	tatamant					
	lifferent units to obtain t	he endorsement	t of the units con	cerned)		
			nature & Remarks		charge	
Academic /	Matters for Clearance	Cleared?				
Administrative Units		(Please "✓")	Signature of Staff	Date	Remarks	
School		(1 rease)				
(ARH – 17/F, MKA /	Outstanding fees /					
MGT – 21/F, MKA / NUR – 16/F, KPC /	Academic matters	□Yes □No				
MHS – 19/F, KPC)						
Library (5/F, KPC)	Outstanding loans / Fines	□Yes □No				
ITSO (Rm 1902, KPC)	Loans of equipment	□Yes □No				
Registry (8/F, KPC)	Student ID Card	□Yes □No			Re: Section B(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						
	rop courses (before add/drop					
OR Add 'W' grad	des (after add/drop deadline a	and before semeste	er exam starts) by _	on		
(5) [Except UW/De-reg] In	form Library, ITSO to deact	ivate account by _	on			
1 ' '	S/NO*). If YES, notify Imm	-		-	on	
	clearance form to FO to chec	_				
	to REG Programme Officer					
(9) Receive advice from FO (Outstanding Fees: YES / NO*) by on						
	us and add "Stop List" in Pov					
(11) Post AND E-mail Und	official Withdrawal letter to	student (cc School	l & FO) by	on		
(12) Scan AND File by	on	-				
(13) Receive notification of	on outstanding fees settlemen	it from FO by	on	[go t	o 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" i	n PowerCAMPUS by	on				
	on					
(21) Send duly signed "original" clearance form to FO by on						

^{*} Delete as appropriate