

TUNG WAH COLLEGE
Registry
Application for Extension of Study Period

Form REG-16

Ref. No.:

XP- _____ - _____

This form is to be used by students applying for an extension beyond the maximum study period. Please read the NOTES TO STUDENTS overleaf before completing this form.

Section A: Student Particulars

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

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

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: Extension of Study Period

Original Study Period:	From:	Semester ____ of Academic Year 20____/20____
	To:	Semester ____ of Academic Year 20____/20____
Expected Completion of the Programme in:	Semester ____ of Academic Year 20____/20____	
I am applying for Extension of Study Period for ____ semester(s) / Academic Year *		

* *Delete as appropriate*

Section C: Justification for Extension (Please use additional sheet(s) if the space below is insufficient)

Section D: Declaration

- ☐ I have consulted with my Student Academic Advisor and Programme Leader regarding my application.
- ☐ I have provided supporting documents for my application.
- ☐ I declare that all the information given in this application is complete and true to the best of my knowledge.

Signature of Student: _____

Date: _____

Section E: Decision of the School Board

The application for extension is ☐ endorsed / ☐ NOT endorsed. Date of the Decision: _____

For approved application only:

Recommended Extension of Study Period for ____ semester(s) / Academic Year

Recommended Study Period: Semester ____ of Academic Year 20____/20____ to Semester ____ of Academic Year 20____/20____

Comments (if any): _____

Section F: Decision of the Academic Board

The application for extension is ☐ approved / ☐ NOT approved. Date of the Decision: _____

For approved application only:

Approved Extension of Study Period for ____ semester(s) / Academic Year

Revised Study Period: Semester ____ of Academic Year 20____/20____ to Semester ____ of Academic Year 20____/20____

Comments (if any): _____

NOTES TO STUDENTS

- Students shall complete the programme requirements within the stipulated maximum period of study, which is twice the normal duration of the programme (for students admitted before 2015/2016) or the normative study period of the programme plus two years (for students admitted in 2015/2016 and thereafter).

Programme Type	Maximum Study Period	
	Year 1 Entry	Year 3 Entry
Bachelor's Degree Programme	BHSc(N): 7 Others: 6	BHSc(N) & BSc(RT): 5 Others: 4
Higher Diploma Programme	4	N/A

- For students admitted before AY2025/2026, this maximum study period shall **exclude** all periods of deferment, leave of absence and suspension of studies. For students admitted in AY2025/2026 or thereafter, this period shall **include** all periods of deferment, leave of absence and suspension of studies.
- Applications for extension of study period beyond the maximum study period are normally not considered except under special circumstances. Applications on such request for extension of study beyond the maximum period shall be endorsed by the School Board and approved by the Academic Board. The extension fee after normal duration is \$1,500/semester, except for Semester 3. *For details, please refer to the Fees Regulation of the College.*

For REG use only (Form REG-16)

- Receive application, scan form and pass to REG Programme Officer by _____ on _____
- Check Student Particulars and Study Information by _____ on _____
- Email form to School (for SB's endorsement) by _____ on _____
- Receive result from the School Board by _____ on _____
- Receive result from the Academic Board by _____ on _____
- (For approved application) Update student record in Access by _____ on _____
- Notify student (cc School) by email by _____ on _____
- Scan AND File by _____ on _____