

NOTES TO STUDENTS

Ref. No.:
LA- _____ - _____

1. Applications for leave of absence should be submitted to the Registry together with relevant supporting document(s), such as medical certificate. Students must attend classes until receiving written approval from the Registry.
2. If the application for leave of absence is approved, the fee for retention of study place (\$1,500/semester) will be charged by the Finance Office. *For details, please refer to the Fees Regulation of the College.*
3. The period of leave of absence will NOT be counted towards the maximum period of study. The maximum period of study is twice the normal duration of the programme (*for students admitted in 2014/2015 or before*) or the normal duration of the programme plus two years (*for students admitted in 2015/2016 and thereafter*).
4. Students are required to contact the Registry one month before the expiry of the leave period for proper registration procedures.
5. If a student fails to report to the College to resume study according to the stipulated schedule, he/she will be considered to have unofficially withdrawn from the programme.
6. The information provided in this form will only be used for processing this application. The Registry will keep the personal data provided confidential and may disclose it to appropriate personnel in the College for handling of the application when deemed necessary and appropriate.

For REG use only (Form REG-20)

1. Receive application form by _____ on _____
 2. Scan form and pass to Programme Officer by _____ on _____
 3. Send application form to School by _____ on _____
 4. Receive decision from School by _____ on _____
 5. Update "Leave of Absence" student status in PowerCAMPUS by _____ on _____
 6. Non-local student (YES/NO*).
If YES, notify Immigration Department of "Leave of Absence" by _____ on _____
 7. Post AND E-mail Leave of Absence letter to student (cc School & FO) by _____ on _____
 8. Scan AND File by _____ on _____
- After student informs REG to resume study
9. Notify student of resumption of study by email (cc School & FO) by _____ on _____
 10. Scan AND File by _____ on _____

* *Delete as appropriate*