Form REG-20

TUNG WAH COLLEGE Registry Application for Leave of Absence

Ref. No.:	
LA	

Please read the NOTES TO STUDENTS overleaf before completing this form.

Section A: Student Particulars		
Name(Mr/Miss/Ms*): () Student N	o.:	
English Name in BLOCK letters Chinese Name		
Programme of Study: (Major:) Phone N	o.:	
Personal Email:		
Correspondence Address:		
Are you a non-local student requiring a student visa to stay in Hong Kong? \(\sigma\) Yes [#] \(\sigma\) No (Pleater)	ase "✓" as appropriate)	
* Delete as appropriate # The Immigration Department will be informed once it is confirmed that your application has	1	
# The Immigration Department will be informed once it is confirmed that your application has	been approvea.	
Section B: Details of Leave		
(i) Proposed Leave Period:		
I would like to take leave of absence in Semester of Academic Year 20 20 ((please specify)	
I am now taking leave of absence and would like to <u>extend my leave for another semester</u> , i.e. Semester of Academic Year 20 20 (please specify)		
[Note: Under no circumstances shall a student be granted leave of absence for more than	one semester in the first	
instance. In case the student is still unable to attend classes after one semester's leave, he/she me		
and apply to the Registry for special consideration to extend leave for another semester, <u>beyond</u> shall be granted. The Student Academic Advisor will follow up and advise the concerned students		
development throughout the extended period of leave.]	adent on his/her academic	
(ii) Reason:		
☐ Medical reasons ☐ Others (Please specify:)	
(iii) The following documents are attached to this application for consideration:		
☐ Medical certificate ☐ Other document(s) (Please specify:)	
Section C: Declaration		
I understand that: (i) I should attend classes until I receive the written approval from the Registry.		
(ii) If my application is approved, I should contact the Registry to resume study one month before	ore the expiry of my leave.	
(iii) If I fail to report to the College to resume study according to the stipulated schedule, I will		
unofficially withdrawn from the programme.		
Signature of Student: Date:		
Signature of Student: Date.		
Section D: Decision		
Recommendation of Programme Leader (Please "\scriv" as appropriate)	Name:	
The student is \square recommended / \square NOT recommended for taking leave of absence.	Signature:	
Comments:		
<u> </u>	Date:	
Decision of School Dean (Please "✓" as appropriate)	Name:	
The student's application for leave of absence is approved / NOT approved.	Signature:	
	Digitatore.	
Comments:		
	Date:	

NOTES TO STUDENTS

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- 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 <u>fee for retention of study place</u> (\$1,500/semester) <u>will be charged by the Finance Office</u>. 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 <u>one month before</u> 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 <u>unofficially withdrawn</u> 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 (<u>YES/NO</u> *). 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