

TUNG WAH COLLEGE
Registry
Application for Leave of Absence

Form REG-20

Ref. No.: _____
LA- _____ - _____

This form is applicable for students applying to take leave of absence exceeding 21 days but less than one semester. 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.: _____
Personal Email: _____
Correspondence Address: _____
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: Details of Leave

(i) Proposed Leave Period:
I would like to take leave of absence from ____/____/____ (dd/mm/yyyy) until the end of current semester.

[Note: If a student is still unable to attend classes after leave of absence, he/she may consult the Student Academic Advisor (SAA), Programme Leader and School Dean and apply for a Deferment of Study for the next semester by submitting the Form REG-21 to the Registry. The SAA will follow up and advise the student concerned on his/her academic progress throughout the leave/deferment period.]

(ii) Reason: (Please "✓" as appropriate)

☐ Medical reasons ☐ Others (Please specify: _____)

(iii) The following documents are attached to this application for consideration: (Please "✓" as appropriate)

☐ Medical certificate ☐ Other document(s) (Please specify: _____)

Section C: Declaration

I understand that:

- (i) I should attend classes until I receive the written notification from the Registry.
- (ii) If my application is approved, I should inform the Registry in writing / by email to resume study one month (for local students) / three months (for non-local students) before the expiry of the leave period.
- (iii) If I fail to report to the College to resume study according to the stipulated schedule, I will be considered to have unofficially withdrawn from the programme.

Signature of Student: _____ Date: _____

Section D: Decision by the School

Endorsement by Programme Leader (Please "✓" as appropriate)

Name: _____

The application for leave of absence is ☐ endorsed / ☐ NOT endorsed.

Comments: _____

Signature: _____

Date: _____

Approval by School Dean (Please "✓" as appropriate)

Name: _____

The application for leave of absence is ☐ approved / ☐ NOT approved.

Comments: _____

Signature: _____

Date: _____

NOTES TO STUDENTS

1. Applications for leave of absence should be submitted to the Registry together with relevant supporting document(s), such as medical certificate. Students should continue the studies and attend classes and assessment until receiving written notification 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. 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.
4. Students are required to inform the Registry one month before (for local students) / three months before (for non-local students) 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, scan form and pass to REG Programme Officer by _____ on _____
 2. Email application form to School by _____ on _____
 3. Receive decision from School and keep record in REG by _____ on _____
 4. Update "Leave of Absence" student status in PowerCAMPUS by _____ on _____
 5. (a) (Within Add/drop period) Drop courses in PowerCAMPUS by _____ on _____
(b) (After Add.drop period)
Update "W" Grade and change reason "Update" in PowerCAMPUS by _____ on _____
 6. Update "Approved" in Access by _____ on _____
 7. Non-local student (YES/NO*).
If YES, notify Immigration Department of "Leave of Absence" by _____ on _____
 8. Post AND E-mail Leave of Absence letter to student (cc School & FO) by _____ on _____
 9. Scan AND File by _____ on _____
- After student informs REG to resume study
10. Notify student of resumption of study by email (cc School & FO) by _____ on _____
 11. Scan AND File by _____ on _____

* Delete as appropriate