

TUNG WAH COLLEGE
Registry
Application for Deferment of Study

Form REG-21

Ref. No.: _____
DS- _____ - _____

This form is applicable for students who would like to defer their studies owing to health reasons, financial difficulties, representing the College or Hong Kong to take part in activities, or those relating to unexpected circumstances. The minimum period of deferment of study is 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 Deferment

(i) Proposed Deferment Period:

- ☐ I would like to defer my studies in Semester ____ of Academic Year 20____ - 20____ (please specify)
- ☐ I am now taking deferment of study and would like to extend my deferment for another semester,
i.e. Semester ____ of Academic Year 20____ - 20____ (please specify)

[Note: In case the student is still unable to attend classes after one semester's deferment, he/she may consult the School Dean/Programme Leader/Student Academic Advisor and apply to the Registry for special consideration to extend for another semester. The Student Academic Advisor will follow up and advise the student concerned on his/her academic development throughout the period of deferment.]

(ii) Reason:

☐ Health 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 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 my deferment.
- (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report to the College to resume study according to the stipulated schedule, I will be considered to have unofficially withdrawn from the programme.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

Recommendation by the Programme Leader (Please "✓" as appropriate)

Name: _____

The student is ☐ recommended / ☐ NOT recommended for deferment.

Signature: _____

Comments: _____

Date: _____

Decision by the School Dean (Please "✓" as appropriate)

Name: _____

The student's application for deferment is ☐ approved / ☐ NOT approved.

Signature: _____

Comments: _____

Date: _____

NOTES TO STUDENTS

Ref. No.:

DS- _____ - _____

1. Applications for Deferment of Study 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. Application for deferment of study submitted after the semester concerned has commenced will not be considered.
3. If the application for Deferment of Study 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.*
4. Student should also observe that they may not be able to receive government subsidies, e.g. NMTSS or SSSDP, as the subsidy is disbursed according to the actual study period and capped by the normative study period.
5. *For students admitted before AY2025/2026*, the period of deferment will not be counted towards the maximum period of study. *For students admitted in AY2025/2026 or thereafter*, the maximum period of study period shall include all periods of deferment. The maximum period of study is twice the normal duration of the programme (*for students admitted in 2014/2015 or before*) or the normative study period of the programme plus two years (*for students admitted in 2015/2016 and thereafter*).
6. Students are required to inform the Registry one month before (for local students) / three months before (for non-local students) the expiry of the deferment for proper registration procedures.
7. 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.
8. 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-21)

1. Receive application form, scan 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 “Deferment of Study” student status in PowerCAMPUS by _____ on _____
5. Non-local student (YES/NO*).
If YES, notify Immigration Department of “Deferment of Study” by _____ on _____
6. Post AND E-mail Deferment of Study letter to student (cc School & FO) by _____ on _____
7. Scan AND File by _____ on _____

After student informs REG to resume study

8. Notify student of resumption of study by email (cc School & FO) by _____ on _____
9. Scan AND File by _____ on _____

* *Delete as appropriate*