

**GRADUATE SCHOOL
APPLICATION FOR OFFICIAL WITHDRAWAL (Postgraduate Student)**

Late or incomplete application may result in nullification of the application.

Name: _____ Student No.: _____ Programme: _____ Department: _____

Address: _____ Contact Tel. No./Pager: _____

I hereby submit my request for official withdrawal from the Beijing Normal-Hong Kong Baptist University. My reason(s) for withdrawal is /are as follows: (Check '√' the appropriate box)

- ☐ study abroad Please specify the country: _____ ☐ study elsewhere in Mainland China. Please specify the institution & programme: _____
- ☐ job duties ☐ health problem ☐ financial difficulty ☐ academic dismissal
- ☐ other reason(s): _____

I understand that if my application is approved, my official withdrawal status will take effect 3 working days from the date of my submission of the completed application. I have to attend classes and/or sit for any examinations that fall within the 3 working days before my official withdrawal becomes effective.

Student's signature: _____ Date: _____

Please turn over for further information and/or action.

For Office Use Only Form Received by: _____ on _____

Clearance Procedure:

Applicable to students who withdraw before the deadline for dropping of courses:

☐ Enrolment Status

Applicable to students who withdraw after the deadline for dropping of courses:

☐ Letter to course-instructors concerned for information

☐ Assign W grades to all courses

☐ Student Study Status Record - OW effective on _____

☐ Student Flow Record

☐ OW Letter to student

Deposit Refunded: ☐ Yes ¥ _____ N/A ☐

Transcript Remarks done by: _____

Clearance done by: _____

Checked by: _____

Approved by: _____

Date: _____

Graduate School

APPLICATION FOR OFFICIAL WITHDRAWAL AND CLEARANCE STATEMENT

Name: _____

Student No: _____

OFFICE	MATTERS FOR CLEARANCE	Comments & Signature of Staff-in-charge	
		Signature & Date	Remarks
Finance Office	Outstanding Accounts		
Learning Resource Centre	Borrowed Items		
Principal Supervisor	Endorsed?		
Department Concerned	Academic Matters		
Faculty/School Committee	Endorsed?		
Faculty/School Dean's Office	Endorsed?		
Graduate School	File Cleared?		
	*Students ID Card Returned?		

**The student must sign the declaration below if the Student ID Card is lost.*

DECLARATION

I, _____, hereby declare that I have lost my Student ID Card. I will bear full responsibility for any illegal use of the said document(s).

Signature: _____

Date: _____

For Student's Information

- If application for withdrawal is submitted after the deadline for dropping of courses, the course(s) enrolled in that semester will be assigned a W grade, which is not included in GPA calculation.
- For student who applies for transcript upon approval for withdrawal, the transcripts will only be released after clearance of all grades.