

**GRADUATE SCHOOL**  
**Application for Suspension of Studies**

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

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_ Programme: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_

Period for Suspension of Study: \_\_\_\_\_ to \_\_\_\_\_ (D/M/YR)

I hereby submit my request for suspension of studies from the Beijing Normal-Hong Kong Baptist University and I would resume studies on \_\_\_\_\_

DD/MM/YYYY

REASON(S): (Please explain as fully as possible and provide supporting documents)

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*I understand that if my application is approved, the effective date of suspension will be three 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 suspension of studies 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 suspend studies before the deadline for dropping of courses:

☐ Enrolment Status

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

☐ Letter to course-instructors concerned for information ☐ Assign W grades to all courses

☐ Student Study Status Record - SP effective from ☐ SP Letter to student

Transcript Remarks done by: \_\_\_\_\_ Clearance done by: \_\_\_\_\_ Checked by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School

## APPLICATION FOR SUSPENSION OF STUDIES AND CLEARANCE STATEMENT

Name: \_\_\_\_\_

Students 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.*

<p style="text-align: center;"><b>DECLARATION</b></p> <p>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).</p> <p>Signature: _____ Date: _____</p>
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### ***For Student's Information***

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