

Form CAR 15a

Application for Withdrawal of Subject(s)

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Mode of Study ☐ Full-time ☐ Part-time

Student No.

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Programme Code

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 - Stream Code

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II. APPLICATION DETAILS

(a) I wish to withdraw from the following subject(s) in **Semester One/ Semester Two/ Summer Term *** in the Academic Year 20___/ ___.

No.	Subject Code	Subject Title	FOR ACADEMIC STAFF USE ONLY Recommendation by Subject Lecturer/ Subject Leader #		
			Endorsed	Not Endorsed with Justification(s)	Signature
1			<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	

Students should consult their Subject Lecturer/ Subject Leader and (Assistant) Programme Leader for academic advice by the end of Week 13 for Semester One/ Two, or by the end of Week 7 for Summer Term.

(b) Reason(s) for withdrawal of subject(s) _____

III. DECISION OF (ASSISTANT) PROGRAMME LEADER #

I have provided academic counselling and explained to the student named above the possible consequences of the withdrawal, such as change to the student's subsequent study pattern, possibility of not being able to complete the programme within the normal duration, not being able to register for follow-on subjects if the withdrawn subject is a pre-requisite for other subjects, etc. My recommendations are given below (if any):

This application is **approved/ rejected ***.

Signature of (Assistant) Programme Leader _____ Date _____
(Name: _____)

IV. DECLARATION OF STUDENT

I understand that the tuition fees paid for the withdrawn subject(s) will be forfeited and a code 'W' will appear in my Assessment Result Notification and Transcript of Studies for the withdrawn subject(s).

Signature of Student _____ Date _____

* delete as appropriate

V. FOR OFFICE USE ONLY

- ☐ Tuition fees settled on _____ and checked by _____
- ☐ (For approved case) Computer record updated by _____ on _____
- ☐ Notification sent to student and copied to Subject Leader/ Subject Lecturer/ (Assistant) Programme Leader by _____ on _____
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NOTES TO STUDENTS

1. Students are normally not allowed to drop subjects after the add/drop period. If there is a genuine need to do so, an application for withdrawal of subjects for the current semester must be submitted **at least three working days before the commencement of the examination period**. Applications submitted after the commencement of the examination period will **not** be processed.
2. The application will only be considered if there are justifications provided and the tuition fees for the subjects concerned have been settled.
3. The application procedures are as follows:
 - i. Complete Sections I, II and IV of this form.
 - ii. Consult the Subject Lecturer/ Subject Leader and (Assistant) Programme Leader and obtain their signatures in Sections II and III respectively by the end of Week 13 for Semester One/ Two, or by the end of Week 7 for Summer Term.
 - iii. Submit the completed form to the CPCE Academic Registry by the stipulated deadline.
4. CPCE reserves the right to verify the supporting documents submitted by students. If it is found that false document has been provided, the students concerned may be subject to disciplinary action(s).
5. For approved cases, the tuition fees paid for the withdrawn subject(s) will not be refunded. A code 'W' will appear in the student's Assessment Result Notification and Transcript of Studies for the withdrawn subject(s).
6. Tuition fees charged are calculated according to the number of credits registered in a semester/ Summer Term, and you will be required to settle the tuition fees when you register for the subject(s) again. The current level of tuition fees is applicable for the normal duration of your programme. Should you have to extend your study beyond the normal duration, the adjusted fees, if any, will apply.
7. You will normally receive written notification of the application result **within seven working days** upon receipt of this application.
8. The information given in this form will only be used for processing this application and/ or statistical purposes.

Submission Method:	Email:	cpce.ar@cpce-polyu.edu.hk
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