

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 _____

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 For approved cases, the tuition fees paid for the withdrawn subject(s) will not be refunded. A code 'W' will appear in the student's Assessment Result Notification and Transcript of Studies for the withdrawn subject(s).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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