

**Application for Withdrawal of Study
(for Freshmen of PolyU-SPEED Award Degree Programmes
Before Programme Commencement)**

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Personal Email _____

Application / Student No.									
									S
Programme Code							Stream Code		
8	4						-		

Are you a non-local student requiring visa/ entry permit to study in Hong Kong?
(The HKSAR Immigration Department will be informed of your withdrawal of study.) Yes No

II. APPLICATION FOR WITHDRAWAL OF STUDY

(i) I wish to withdraw my study from **SPEED** from Semester _____ of Academic Year 20____ / ____ due to the following reason(s) (please tick the box(es) as appropriate):

- A Admission to a programme offered by another university/ post-secondary educational institution:
Name of the University/ Institution: _____
If outside HKSAR, please specify the destination country/ region: _____
Programme Title and Code (if any): _____
Mode of Study: Full-time / Part-time / Sandwich / Distance learning
Financial Type: UGC-funded*/ NMTSS^ subsidised / SSSDP# subsidised / Self-financed
* University Grants Committee (UGC)-funded Programmes / ^ Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong / # Study Subsidy Scheme for Designated Professions/Sectors
Level & Year of Study Transferred: Sub-degree / Undergraduate Year One / Two
- B Failure to meet the prescribed offer condition(s) F Health & medical reasons (of the student)
 C Financial hardship G Emigration
 D Loss of interest in the programme H Other reasons (please specify): _____
 E Employment/ Job related reasons _____

(ii) Further to point (i) above and per the refund policy stipulated in the offer package of the PolyU-SPEED Award Degree Programme, I wish to apply for refund of the registration fee and/or remaining fees settled, with the below necessary actions taken (please tick the box(es) and fill in the required information as appropriate):

- A The 8-digit debit note number(s) for the settled registration fee/ remaining fees is/ are: _____
- B Attached a copy of the confirmation email or offer letter showing my full name, name of the offered UGC-funded programme or self-financing programme offered by PolyU, and/or a copy of the receipt of the payment for registration fee for the offered programme
- C Attached proof of failure in meeting the prescribed offer condition(s) of the PolyU-SPEED Award Programme, e.g. enrolment statement of the sub-degree programme in the semester of the academic year in which I seek admission to the PolyU-SPEED Award Programme
- D Attached other supporting documents that may facilitate my refund application: _____
- E Inputted my bank account information in the Student Account Portal (SAP) at <https://www48.polyu.edu.hk/fosaecpce/cpce/> to facilitate the refund if applicable
[The bank account must be an individual account in the name of the student concerned. The student can login to the SAP (click "Maintain Bank Account") for inputting the bank account information **only after** the student account has been enabled. To activate the student account, please visit the CPCE Single Sign On Portal at <https://portal.cpce-polyu.edu.hk/> 5 working days after the settlement of the registration fee, click "New Student/ Staff" and follow the instructions thereon.]

III. DECLARATION OF STUDENT

I declare that the information given in support of this application is accurate and complete, and I understand that any false information and misinterpretation will lead to disqualification of my application for withdrawal of study and subsequent refund, if applicable. Fees paid will not be refunded in such case.

I fully understand that making a false declaration is a criminal offence and may result in the case being reported to the police (*please tick the box as appropriate*):

- A I have NOT collected my Student Identity Card.
- B I have collected my Student Identity Card. I understand that the card is a property of CPCE. I undertake to return the card to the CPCE Academic Registry for the refund of the registration fee and/or remaining fees settled.

Signature of Student: _____ Date: _____

IV. FOR OFFICE USE ONLY

Please tick the box(es) as appropriate:

- A Application verified by _____ on _____
- B Computer record updated by _____ on _____
- C (*If applicable*) Debit note cancelled by _____ on _____
- D Refund processed by _____ on _____
- (i) Reg'n Fee minus Admin Fee/ (ii) Reg'n Fee (Full)/ (iii) Remaining Fees (incl. Caution Money)/
 (iv) All Fees (i) + (iii)/ (v) All Fees (ii) + (iii)/ (vi) Caution Money only
- E Notification email sent to student and copied to staff concerned by _____ on _____
- F Withdrawal record at ADAS updated by _____ on _____
- G (*For non-local students only*) Notification of Termination of Studies (ID977) sent to the HKSAR Immigration Department within **7 working days** by _____ on _____

NOTES TO STUDENTS

1. Please study the refund policy stipulated in the offer package of the PolyU-SPEED award degree programme before completing Section II (ii) of this application form for refund of the registration fee and/ or remaining fees, if applicable.
2. The duly completed application form and the necessary supporting documents should be submitted to the CPCE Academic Registry via email to sp.car@speed-polyu.edu.hk.
3. Application for a refund of registration fee and/ or remaining fees, if applicable, without supporting documents will NOT be processed.
4. Applicants will normally be notified of the result of the application via email **within seven working days** upon receipt of the completed application.
5. For successful application for a refund of registration fee and/or remaining fees, the refund will be credited to the bank account in the name of the student concerned normally in four to six weeks upon approval. If it is a joint bank account, the student should be an alternative party. Request for arranging the refund to other parties will not be entertained.
6. For non-local students who are approved for withdrawal of study, the CPCE Academic Registry will inform the HKSAR Immigration Department accordingly. According to Immigration Regulations, they must leave Hong Kong before the expiry of their limit of stay or within four weeks from the date of the termination of study, whichever is earlier; otherwise they will be committing an offence of breaching their conditions of stay.
7. The information given in this form will only be used for processing this application and/ or statistics purposes.

CPCE Academic Registry

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon
Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Email: sp.car@speed-polyu.edu.hk

Telephone: 3746 0900