

Application for Retention of Study Place (Zero Subject Enrolment)

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

Are you a non-local student requiring visa/ permit to stay in Hong Kong? Yes No

Is this the first semester since you registered with HKCC/ SPEED? Yes No

Student No.

Programme Code				Stream Code			

II. APPLICATION DETAILS

- (a) I wish to apply for not taking any subjects in Semester **One/ Two/ Summer Term** * in the Academic Year 20__ / __.
- (b) Reason(s) for application _____
- _____
- _____

Signature of Student _____ Date _____

III. FOR OFFICE USE ONLY

- This application is **approved/ rejected** * by Programme Leader
- Signature _____ Date _____
(Name: _____)
- (For approved case) Computer record updated by _____ on _____
- (For approved case) Debit note for the retention fee and notification sent to student by _____ on _____
- (For approved case) Retention fee settled on _____ and checked by _____
- (For approved case) For **non-local** student in the **first semester of study** only, notification sent to the HKSAR Immigration Department **within 7 days** by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. Students must seek approval from the Programme Administrative Hosting Division if they do not wish to take any subjects in a semester (including compulsory Summer Term if applicable, as specified in the respective Scheme/ Programme Requirement Document); otherwise they will be classified as having unofficially withdrawn from their studies and will not be eligible for the refund of caution money paid. They will also not be considered for re-admission to the same programme/ stream in the following academic year.
2. The application procedures are as follows:
 - i. complete Sections I and II of this form;
 - ii. return the completed form to the CPCE Academic Registry **before the commencement of the semester/ Summer Term**. Under exceptional circumstances, application submitted before the end of the add/ drop period of the semester concerned may also be accepted.
3. You should note that all semesters/ Summer Term in which you are allowed to take zero subject will be counted towards total period of registration (or maximum period of registration for students admitted in or before 2019/20). It is therefore important to ensure that you can complete the award requirements for graduation within the permissible period of registration.
4. You will normally be notified of the result of the application in writing within two weeks from the date of receiving the complete application. For approved cases, students will be allowed to continue using campus facilities/ services. A fee of **HK\$2,105** per semester/ Summer Term will be charged and students will receive a debit note for the fee.
5. Failure to settle the fee for retention of study place (zero subject enrolment) before the stipulated deadline will lead to withdrawal of the approval and nullification of registration on the programme concerned.
6. 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 tuition fees, if any, will apply.
7. For non-local students who are approved for retention of study place (zero subject enrolment) **in the first semester of study**, the CPCE Academic Registry will inform the HKSAR Immigration Department accordingly.
8. For non-local students who are approved for retention of study place (zero subject enrolment), they must hold valid student visas/ entry permits when they resume study upon the expiry of the approved period of retention of study place (zero subject enrolment). If the visas/ entry permits have expired or if their validity periods are not long enough to cover the first semester of their resumed studies, the non-local students need to apply for extension of the student visas/ entry permits from the HKSAR Immigration Department at least four weeks before the expiry date of their study visas/ entry permits. Students are advised to observe the notes stipulated in the section **“Important Notes for Non-local Students”** of the Student Handbook.
9. The information given in this form will only be used for processing this application and/ or statistics purposes.

CPCE Academic Registry

For Degree programmes

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

E-mail: sp.car@speed-polyu.edu.hk

Telephone: 3746 0900

For Associate Degree/ Higher Diploma programmes

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: cc.car@hkcc-polyu.edu.hk

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