

Application for Retention of Study Place (Zero Subject Enrolment)

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Student No.

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Programme Title _____

Programme Code

Stream Code

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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 of study for the programme indicated above?

☐ Yes ☐ No

II. APPLICATION DETAILS

(a) I wish to apply for retention of my study place without enrolling in any subjects in **Semester One/ Semester Two/ Summer Term *** in the Academic Year 20__ / __.

(b) Reason(s) for application _____

Signature of Student _____

Date [Click or tap to enter a date.](#)

III. FOR ACADEMIC STAFF AND OFFICE USE ONLY

☐ This application is **approved/ rejected *** by (Assistant) 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 seven days** by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. Students must seek approval from the Programme Administrative Hosting Division to retain the study place without enrolling in any subjects in a semester (including mandatory 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 Otherwise, they will be classified as having unofficially withdrawn from their studies and will not be eligible for the refund of caution money paid.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. Submit the completed form to the CPCE Academic Registry **before the commencement of the semester/ Summer Term**. Under exceptional circumstances, applications submitted before the end of the add/ drop period of the semester concerned may also be accepted.
3. CPCE reserves the right to verify the supporting documents submitted by students. If it is found that false documents have been provided, the students concerned may be subject to disciplinary action(s).
4. Students should note that all semesters/ Summer Term in which they are allowed to take zero subject will be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20) of the students concerned. It is therefore important for them to ensure that they can complete the award requirements for graduation within the permissible period of registration.
5. Students concerned will normally receive written notification of the application result 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\$2,350** per semester/ Summer Term will be charged for the 2026/27 academic year, which is subject to annual review, and students will receive a debit note for the fee. All fees paid are non-refundable and non-transferable.
6. 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.
7. The current level of tuition fees is applicable to studies within the normal duration of your programme, as specified in the Scheme/ Programme Requirement Document. Should students have to extend their studies beyond the normal duration of the programme, the adjusted tuition fees, if any, will apply.
8. Application for retention of study place (zero subject enrolment) from new students in the first semester of study will not be considered, unless there are exceptional circumstances.
9. For **non-local** students who are approved for retention of study place (zero subject enrolment), the CPCE Academic Registry will inform the HKSAR Immigration Department (IMMD) accordingly. Upon resuming studies at the end of the approved retention period (zero subject enrolment), they must hold a valid student visa/ entry permit. Please refer to the notes stipulated in the section “**Important Notes for Students Holding Visa / Entry Permit to study in Hong Kong**” in the Student Handbook.
10. 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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