

Application for Leave of Absence (one semester/academic year)

Section I: To be filled by Student

Please submit this application form together with a supporting letter either in Chinese or English with parent's signature and date to certify your application is supported by your parent.

Student No.: _____ Student Name: _____ Gender: _____

Programme: _____ Faculty/School: _____ Contact No.: _____

Reason(s) for Leave : ☐ Health Problems ☐ Financial Difficulty ☐ Urgent Family Affairs ☐ Other Reasons, please specify as below:

Period for Leave of Absence From: Semester _____ of _____ To: Semester _____ of _____
(academic year) (academic year)

I hereby submit my request for leave of absence and I would resume studies: in Semester _____ of _____
(academic year)

Statement by student: ☐ I declare that I am obliged to provide true and valid evidence(s) or certification(s) if relevant to support this application.

Student's signature: _____ Date: _____

Notes: (1) Normally, it takes **5 working days** for the Academic Registry to approve applications after receiving the endorsement from Faculty/School; (2) You should attend classes as scheduled before receiving the approval; (3) Application normally will not be entertained four weeks before the final examination of each semester; (4) **Upon expiration of the leave period, applicant is required to make formal application for resumption of study.** An application form of Resumption of Study together with relevant supporting documents should be submitted to the Academic Registry within the specified period. i.e. **for resumption of study in September (Semester I), the application should be submitted no later than 31 May; for resumption of study in February (Semester II), the application should be submitted no later than 30 November;** (5) For extension of leave, a new application for leave of absence has to be made before the expiration of the approved leave period.

Section II: To be reviewed by Department/Faculty/Academic Registry

For Office Use Only Received by Academic Registry: _____ on _____

Approved by: _____ Date: _____

Department Head

Approved by: _____ Date: _____

Dean

Approved by: _____ Date: _____

Associate Academic Registrar

For internal use of Academic Registry

Clearance Procedures:

- ☐ Change of Student Status Record
- ☐ Change of Course Registration Record(s)
- ☐ Notification to Faculty/Department
- ☐ Notification to Student Affairs Office
- ☐ Notification to Finance Office
- ☐ Notification to School of General Education
- ☐ Notification to Learning Resource Centre