

**BNU-HKBU UNITED INTERNATIONAL COLLEGE
GRADUATE SCHOOL
Application for Suspension of Studies**

Late or incomplete application may result in nullification of the application.

Name: _____ Student No.: _____ Programme: _____ Division: _____

Address: _____ Contact Tel. No.: _____

Period for Suspension of Study ~ **Taught Postgraduate Programme** From : _____ To : _____
Semester/Trimester, Academic Year Semester/Trimester, Academic Year
~ **MPhil or PhD Programme** _____
(D/M/YR)

I hereby submit my request for suspension of studies from the Beijing Normal University-Hong Kong Baptist University United International College and I would resume studies
in _____
Semester/Trimester, Academic Year (for Taught Postgraduate Programme)
OR on _____
D/M/YR (for MPhil or PhD Programme)

REASON(S): (Please explain as fully as possible and provide supporting documents)

I understand that if my application is approved, the effective date of suspension will be three days from the date of my submission of the completed application. I have to attend classes and/or sit for any examinations that fall within the 3 days before my suspension of studies becomes effective.

Student's signature: _____ Date: _____

Please turn over for further information and/or action.

For Office Use Only	Form Received by: _____ on _____
Clearance Procedure:	
Applicable to students who suspend studies before the deadline for dropping of courses:	
<input type="checkbox"/> Enrolment Status	
Applicable to students who suspend studies after the deadline for dropping of courses:	
<input type="checkbox"/> Letter to course-instructors concerned for information	<input type="checkbox"/> Assign W grades to all courses
<input type="checkbox"/> Student Study Status Record - SP effective from _____	<input type="checkbox"/> Student Flow Record <input type="checkbox"/> SP Letter to student <input type="checkbox"/> SP Chop on student file
Transcript Remarks done by: _____	Clearance done by: _____
Checked by: _____	Approved by: _____ Date: _____
Administration Director of Graduate School	

APPLICATION FOR SUSPENSION OF STUDIES AND CLEARANCE STATEMENT

Name: _____

Student No.: _____

OFFICE	MATTERS FOR CLEARANCE	Comments & Signature of Staff-in-charge					
		TPG (FT)	TPG(PT)	RPG(FT)	RPG(PT)	Signature	Remarks
		Yes/No	Yes/No	Yes/No	Yes/No		
Finance Office	Outstanding Accounts						
Learning Resource Centre	Borrowed Items						
Student Affairs Office (T4-101)	File cleared?						
	Scholarships & Loans Repaid?						
Programme Concerned	Academic Matters			N/A	N/A		
Division's Office	Endorsed? File Cleared?	N/A	N/A				
Principal Supervisor	Endorsed?	N/A	N/A				
Graduate School	* Student ID Card Returned?						

TPG = Taught Postgraduate Student

RPG = Research Postgraduate Student

FT = Full-time

PT = Part-time

* The student must sign the declaration below if the Student ID Card is lost.

DECLARATION

I, _____, hereby declare that I have lost my Student ID Card. I will bear full responsibility for any illegal use of the said document(s).

Signature: _____ Date: _____

For Student's Information

- If application for suspension of studies is submitted after the deadline for dropping courses, the course(s) enrolled in that semester will be assigned a Withdraw grade, which is not included in GPA calculation.
- For student who applies for transcript upon approval for suspension of studies, the transcripts will only be released after clearance of all grades.

Personal Information Collection Statement

Persons who supply personal data in their applications to the Graduate School for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by College staff.
3. After the applications have been processed, relevant data will be transferred to the student record system of the College.