

UNITED INTERNATIONAL COLLEGE
BEIJING NORMAL UNIVERSITY- HONG KONG BAPTIST UNIVERSITY
Student Records & Registration Section
Graduate School

APPLICATION FOR OFFICIAL WITHDRAWAL

Name: _____ Student No.: _____ Study Programme: _____

Address: _____ Contact Tel. No.: _____

I hereby submit my request for official withdrawal from the United International College. My reason for withdrawal from the College is: (Please '√' the appropriate box)

- Studying abroad (Please specify the country): _____ Studying elsewhere in Mainland China (Please specify the institution & programme: _____)
- Taking up a job Health problem Financial difficulty Academic dismissal
- Other reason(s): _____

*Notes: (1) It takes 3 working days for the Graduate School to approve applications; (2) students are obliged to attend classes before receiving the approval; (3) **applications for withdrawal will not be entertained one week before the final examination** of each semester; and (4) for newly admitted students who submit applications for withdrawal before the commencement of the academic year, their applications take immediate effect.*

Student's signature: _____ Date: _____

Please attach an application letter either in Chinese or English with your parent's signature and date to certify that the parent's knowledge of this application.

For Office Use Only Form Received by: _____ on _____

Clearance Procedure:

- Change of Student Status Record
 Deletion of enrolled courses
 Notification to Programme Director for information
 Notification to Student Affairs Office for information
 Notification to Finance Office for information
 Notification to Library for information

Deposit/ Tuition Refund (delete as appropriate): Yes ¥ _____ N/A

Approved by: _____ Date: _____
Administration Director of
Graduate School