

**UNITED INTERNATIONAL COLLEGE**  
**Student Registration and Record Section**  
**Graduate School**  
**CLEARANCE PROCEDURE FOR OFFICIAL WITHDRAWAL/ DISMISSAL/ SUSPENSION**

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Clearance Procedure for:  Official Withdrawal  Dismissal  Suspension (From: \_\_\_\_\_ To: \_\_\_\_\_)

Office	Room No.	Items for Clearance	Comments & Signature of Staff in-Charge
(1) Learning Resources Center	LRC	Return of Books borrowed	
(2) Student Affairs Office	T4-101	Clearance of Hostel <sup>#</sup>	
(3) Estates and Campus Development Office	AD401	Clearance of Utility Bill	
(4) Finance Office	AD602-R1	Clearance of Accounts <sup>▲</sup>	
(5) Graduate School	AD501-R18	Return of Student Card *	

Notes: 1. The applicant is required to follow the above steps in sequence. Graduate School will notify the units involved when all the steps are completed.

2. <sup>#</sup> The applicant must pay up all the water and electricity charges, empty your room, return the hostel key to the Hostel Management Office of lived building, and bring the "Notice of Departure" when you come to the Student Affairs Office.

3. <sup>▲</sup> According to the government regulation (Guangdong [2007] Reference No. 186, ), the refund to students who withdraw or terminate their studies for any reasons will be based on the following calculation:  $\text{The Refundable} = (\text{tuition/year} + \text{hostel fee/year}) / 10 \text{ academic months} * (\text{One academic year is divided into 10 academic months})$ . No refund will be processed until all the clearance procedures are officially settled. For students who have paid up front but quit at the beginning without taking any classes, 90% of the tuition and hostel fees will be refunded.

To avoid unnecessary financial loss, students are strongly advised to finish all the clearance procedures within the month when the withdrawal/suspension application is officially approved.

4.\* For those applicants who lost the Student Card , the applicant should sign the declaration below.

**DECLARATION**

I, \_\_\_\_\_, hereby declare that I have lost my Student Card. I will bear full responsibility for any illegal use of the said documents.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_