

THE CHINESE UNIVERSITY OF HONG KONG
FACULTY OF EDUCATION HONG KONG INSTITUTE OF EDUCATIONAL RESEARCH

NOTICE OF WITHDRAWAL

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Students are required to settle the following matters within 10 days upon notification of withdrawal:

1. settle all outstanding fees in the student account.
2. return all outstanding loans to the Library and settle all outstanding fines.
3. return your student identity card/library borrower's card to the Hong Kong Institute of Educational Research.

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I hereby inform you of my decision to withdraw from my studies for the below programme with effect from _____. My Student Identity Card/Library Borrower's Card* is/is not* returned for cancellation. I understand that there is no refund of the tuition fees paid. My particulars are as follows:

Name: (in English) _____ (in Chinese) _____

HKID Card No.: _____ Student I.D. No: _____

Programme Enrolled: _____

Year of Attendance: _____ Day-time Contact Tel. No.: _____

Reason for Withdrawal: _____

Date: _____ Signature of Student: _____

Use of Information:

1. The personal data provided on this form will be used by the Hong Kong Institute of Educational Research for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. For correction of or access to the personal data after submission of this form, please contact the Office of Hong Kong Institute of Educational Research.
3. Information provided on this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.

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***For office use only***

I have noted the withdrawal of the above-named student. Kindly process the withdrawal.

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ Signature of Programme Director/Programme Coordinator \_\_\_\_\_

Student Identity Card/Library Borrower's Card\* returned/not returned\* with this application

Handled by: \_\_\_\_\_ Date: \_\_\_\_\_

Computer record updated by: \_\_\_\_\_ Date: \_\_\_\_\_

Authenticated by: \_\_\_\_\_ Date: \_\_\_\_\_

\* Delete as appropriate