Application for Withdrawal

Information for applicants
1. Applications must be made in writing.
2. Where students lodge their application on or before the tuition fee refund deadline, they may be approved without academic penalty from any unit in which they were enrolled. If such application is made beyond the tuition fee refund deadline, students must accept the grade(s) given based on the assessment(s) submitted.
3. Please return this form to the UWS collection box / service counters at 5/F DLB or 8/F SCE Tower / by fax to 3411 5502 or 3411 2797. Students will be notified in writing the result of this application.
4. Please refer to the Student Handbook for further details.

Please complete the following details:

Course:  ❑ Master / Graduate Diploma in Primary Health Care

Name: ___________________________________________(English) _________________________ (Chinese)

Student Number: ___________________________ External Reference Number: ________________________________

Reasons for applying for withdrawal: ________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Effective Date: ___________________________ Documents attached: ❑ Yes ❑ No

Signature: _______________________________________________________    Date: ______________________

FOR OFFICE USE ONLY

Part I  Approval by UWS
❑ Approved ❑ Not Approved

Part II  Eligibility for tuition fee refund
❑ 90% refund - 4 weeks before semester commencement
❑ 80% refund - 2 weeks before semester commencement
❑ 70% refund - thereafter and within 2 weeks after semester commencement
❑ No tuition refund - 2 weeks after semester commencement

Amount to be refunded = HKD ___________ x ___________ % = HKD ___________

Payable to: ________________________________________________________________________________

Endorsed by: ___________________________ Signature: ___________________________ (_____/_____/_____)

Approved by: ___________________________ Signature: ___________________________ (_____/_____/_____)