

**Notification for Withdrawal of Study
(for Freshmen of PolyU-SPEED Award Degree Programmes
Before Programme Commencement)**

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Personal Email _____

Application / Student No.									
									S
Programme Code								Stream Code	
8	4							-	

Are you a non-local student requiring visa/ entry permit to study in Hong Kong? Yes No
(The HKSAR Immigration Department will be informed of your withdrawal of study.)

II. WITHDRAWAL OF STUDY

(i) I wish to withdraw my study from **SPEED** from Semester _____ of Academic Year 20____ / ____ due to the following reason(s) (please tick the box(es) as appropriate):

- A Admission to a programme offered by another university/ post-secondary educational institution:
Name of the University/ Institution: _____
Programme Full Title (JUPAS Catalogue No. if applicable): _____ (_____)
[e.g., Bachelor of Laws (JS4903)]
If outside HKSAR, please specify the destination country/ region: _____
Mode of Study: Full-time / Part-time / Sandwich / Distance learning
Financial Type: UGC-funded* / NMTSS^ subsidised / SSSDP# subsidised / Self-financed
* University Grants Committee (UGC)-funded Programmes / ^ Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong / # Study Subsidy Scheme for Designated Professions/Sectors
Level & Year of Study Transferred: Sub-degree / Undergraduate Year One / Two
- B Failure to meet the prescribed offer condition(s) F Health & medical reasons (of the student)
 C Financial hardship G Emigration
 D Loss of interest in the programme H Other reasons (please specify): _____
 E Employment/ Job related reasons _____

(ii) I have read and understood the refund policy stipulated in the offer package of the PolyU-SPEED Award Degree Programme. I wish to apply for the refund of the tuition fees paid at admission as I have met the following condition for refund with the supporting document(s) provided (please tick the box as appropriate):

- A Study Offer on a UGC-funded programme or a self-financing programme offered by PolyU (supporting documents such as a copy of the confirmation email or offer letter showing the date, my full name, offered programme title, and/or a copy of the receipt of the payment for registration fee for the offered programme are attached)
- B Failure to meet the prescribed admission condition(s) of the PolyU-SPEED Award Programme (supporting documents such as subject enrolment statement/ notification of tuition fee payment of the sub-degree programme in the semester of the academic year in which I seek admission to the PolyU-SPEED Award Programme are attached)
- C None of the above

(iii) Payment and Bank Account Details

- A The 8-digit debit note number(s) for the settled registration fee or/and remaining fees at admission is/are: _____
- B Inputted my bank account information in the Student Account Portal (SAP) at <https://www.cpce-polyu.edu.hk/sap> to facilitate the refund if applicable
[The bank account must be an individual account in the name of the student concerned. The student can log in to the SAP (click "Maintain Bank Account") for inputting the bank account information **only after** the student account has been enabled. To activate the student account, please visit the CPCE Single Sign On Portal at <https://portal.cpce-polyu.edu.hk/> 5 working days after the settlement of the registration fee, click "New Student/ Staff" and follow the instructions thereon.]

III. DECLARATION OF STUDENT

I declare that the information given in support of this form is accurate and complete, and I understand that any false information and misinterpretation will lead to disqualification of my application for refund, if applicable. Fees paid will not be refunded in such case.

I fully understand that making a false declaration is a criminal offence and may result in the case being reported to the police (*please tick the box as appropriate*):

- A I have NOT collected my Student Identity Card.
- B I have collected my Student Identity Card. I understand that the card is a property of CPCE. I undertake to return the card to the CPCE Academic Registry for the refund of the registration fee and/or remaining fees at admission settled.

Signature of Student: _____ Date: [Click or tap to enter a date.](#)

IV. FOR OFFICE USE ONLY

Please tick the box(es) as appropriate:

- A Application verified by _____ on [Click or tap to enter a date.](#)
- B Computer record updated by _____ on [Click or tap to enter a date.](#)
- C (*If applicable*) Debit note cancelled by _____ on [Click or tap to enter a date.](#)
- D Refund processed by _____ on [Click or tap to enter a date.](#)
- (i) Reg'n Fee (Full) / (ii) Remaining Fees at Admission (incl. Caution Money) /
- (iii) All Fees (i) + (ii) / (iv) Caution Money only
- E Notification email sent to student and copied to staff concerned by _____ on [Click or tap to enter a date.](#)
- F Withdrawal record at ADAS updated by _____ on [Click or tap to enter a date.](#)
- G (*For non-local students only*) Notification of Termination of Studies (ID977) sent to the HKSAR Immigration Department within **7 working days** by _____ on [Click or tap to enter a date.](#)

NOTES TO STUDENTS

1. Please study the refund policy stipulated in the offer package of the PolyU-SPEED award degree programme before completing Section II (ii) of this form for refund of the registration fee or/and remaining fees at admission, if applicable.
2. The duly completed form and the necessary supporting documents should be submitted to the CPCE Academic Registry via email to sp.car@speed-polyu.edu.hk.
3. Application for a refund of registration fee or/and remaining fees at admission (except for the caution money), if applicable, without supporting documents will NOT be processed.
4. Applicants will normally be notified of the result of the refund application via email **within 7 working days** upon receipt of the completed application.
5. For successful application for a refund of registration fee or/and remaining fees at admission, the refund will be credited to the bank account in the name of the student concerned normally in 4 to 6 weeks upon approval. If it is a joint bank account, the student should be an alternative party. Request for arranging the refund to other parties will not be entertained.
6. For non-local students, upon receipt of this notification, the CPCE Academic Registry will inform the HKSAR Immigration Department accordingly. According to Immigration Regulations, they must leave Hong Kong before the expiry of their limit of stay or within 4 weeks from the date of the termination of study, whichever is earlier; otherwise, they will be committing an offence of breaching their conditions of stay.
7. The information given in this form will only be used for processing this form and/ or statistics purposes.

CPCE Academic Registry (Degree Section)

Email: sp.car@speed-polyu.edu.hk
Telephone: 3746 0900