

**退學程序及須知****Procedures and Important Notes for Withdrawal**

1. 學生於遞交本表格*前，可先約見研究生院院長*或有關課程總主任/課程統籌主任或學生事務處的輔導主任。
You may consider making an interview appointment with the Dean of Graduate School* or Programme Leader/Programme Coordinator concerned or the Counsellor of the Student Affairs Office before submitting this form.
2. 學生於遞交此表格時，如尚未交還已借閱的圖書及儲物櫃，清還拖欠本校的款項及交還學生證，本大學將從保證金中扣除所需款項，不足之數將視為欠款，本校會因而拒發任何學業證明文件。
All outstanding fines/loans from the Student Affairs Office and other offices concerned or fines resulting from failure to return library books/reading materials, failure to vacate your locker or return student identity card will result in the deduction of part or the whole of the caution money (if applicable). If there is still an outstanding balance after the deduction, the University will withhold the issuing of any forms of certification to you.
3. 請填妥本表格*之第一、第二及第四部分，並交回諮詢中心之學生紀錄服務站(大埔校園曹貴子基金會大樓 A-G/F-11室)或將軍澳教學中心事務處(G01室)。
Please complete Sections I, II and IV of this form* and return it to the **Student Records Service Desk of Information Centre (Room A-G/F-11, CKCF Building, Tai Po Campus) or the Tseung Kwan O Study Centre Office (Room G01)**.
4. **已繳學費一律不予退還。**學生無論在何時退學，仍須繳付整個學期學費。
Tuition fee once paid is not refundable. You are required to pay the full tuition fees for the whole semester regardless of your date of withdrawal in the Semester.
5. 經扣除各項拖欠的罰款及貸款後，已繳付的保證金餘額(如適用)將於退學生效日期之三個月內退還。
The caution money after deduction of outstanding fines/loans, will be refunded within 3 months from the effective date of withdrawal if there is a remaining balance.

* 本表格只適用於學生在其課程開課後決定退學。新學生如欲在其課程開課前退學，請儘快通知教務處入學及註冊組，辦理有關的退學手續。

This form is only applicable to students who decide to withdraw from their studies after the commencement of the programme. For new students who wish to withdraw from their studies before the commencement of the programme, please notify the Admissions and Registration Section of Registry as soon as possible for completing the relevant withdrawal procedures.

* 適用於博士學位及教育/哲學碩士學位課程 *Applicable to Doctoral Degree and Master of Education/Philosophy Programmes*



退學表格 WITHDRAWAL FORM

在填寫本表格前，請先參閱附頁的程序及須知。

Please read the procedures and important notes attached before completing this form.

第一部分 Section I	個人資料 (由學生以正楷填寫) Personal Particulars (to be completed by student in BLOCK LETTERS)	
學生姓名 Student Name	中文(倘適用) Chinese (if applicable):	
學生編號 Student No.:	課程編號 Programme Code:	
課程名稱 Programme Title:	入學年份 Year of Admission:	
日間聯絡電話 Day-time Contact Tel No.:	電郵 Email:	

第二部分 Section II	退學理由 (由學生填寫) Reasons for Withdrawal (to be completed by student)
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請選取一項主要理由。Please select the most significant reason.

與學業有關的理由 Academic Reasons	
<input type="checkbox"/> 修讀教大其他不同程度的課程 Study at a different level of study in EdUHK	
<input type="checkbox"/> 入讀本地另一院校 Study in another local institution (請回答下列Q.1至Q.5 Please also answer Q.1 to Q.5 below)	
Q.1 院校名稱 Name of institution: _____	
Q.2 是否以 <u>重新考</u> 的香港中學文憑成績申請報讀該院校? Did you apply for the institution concerned by submitting <u>fresh</u> DSE results? <input type="checkbox"/> 是Yes <input type="checkbox"/> 否No	
Q.3 是否修讀同一主修科? Is it the same major? <input type="checkbox"/> 是Yes <input type="checkbox"/> 否No (若否, 請列明新的主修科目: If NOT, please specify the new major: _____)	
Q.4 修課級別 Year of study: 年級 Year _____	
Q.5 修課程度 Level of study: <input type="checkbox"/> 副學位Sub-degree <input type="checkbox"/> 學士學位Undergraduate <input type="checkbox"/> 授課式深造課程Taught Postgraduate <input type="checkbox"/> 研究式深造課程Research Postgraduate	
<input type="checkbox"/> 往海外升學 Study abroad (請回答下列Q.6及Q.7 Please also answer Q.6 and Q.7 below)	
Q.6 修課程度 Level of study: <input type="checkbox"/> 副學位Sub-degree <input type="checkbox"/> 學士學位Undergraduate <input type="checkbox"/> 授課式深造課程Taught Postgraduate <input type="checkbox"/> 研究式深造課程Research Postgraduate	
Q.7 目的地 Study Destination: <input type="checkbox"/> 中國大陸 (請圈出省/市) Mainland China (please also circle the city/province below) <input type="checkbox"/> 北京Beijing / <input type="checkbox"/> 上海Shanghai / <input type="checkbox"/> 浙江Zhejiang / <input type="checkbox"/> 廣東Guangdong / <input type="checkbox"/> 中國其他地方Other places in China <input type="checkbox"/> 澳洲Australia <input type="checkbox"/> 加拿大Canada <input type="checkbox"/> 美國The United States of America <input type="checkbox"/> 英國The United Kingdom <input type="checkbox"/> 新加坡Singapore <input type="checkbox"/> 其他國家Other Countries, 請註明: please specify: _____	
<input type="checkbox"/> 學業成績不理想 Unsatisfactory academic results	
<input type="checkbox"/> 其他與學業有關的理由, 請註明: Other academic reasons, please specify: _____	
非學業的理由 Non-academic Reasons	
<input type="checkbox"/> 移民Emigration <input type="checkbox"/> 就業或與工作有關的理由Employment or job-related reasons <input type="checkbox"/> 經濟理由Financial reasons	
<input type="checkbox"/> 健康理由Health and medical reasons <input type="checkbox"/> 適應理由Adaptation and adjustment reasons	
<input type="checkbox"/> 其他非學業的理由, 請註明: Other non-academic reasons, please specify: _____	

第三部分 Section III	收集個人資料聲明 Personal Information Collection Statement
<p>1. 此表格所收集的資料將用以處理有關閣下之申請，所提供的資料經處理後將會轉存本校之學生紀錄。 The personal data provided by you on this form will be used for the purpose of processing your application and will be transferred to the student record system of the University after processing.</p> <p>2. 若閣下於本表格內提供的資料不足或不正確，本校可能無法處理有關申請。 Failure to provide complete and accurate information in this form may result in the University being unable to process the application.</p> <p>3. 本表格所收集的資料絕對保密，如有需要，將會轉交其他行政或教學部門作考慮或批核用途。 Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable.</p> <p>4. 非本地生若其學生紀錄有所更改，有關更改如有需要或會通知/轉交相關政府部門(例如:香港入境事務處)。 For non-local students, changes in student record may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.</p> <p>5. 如在遞交此表格後要查閱或改正個人資料，請聯絡學則及學籍管理組(電郵: exam@eduhk.hk)。 Applications for access to and correction of personal data after submitting this form should be made by writing to Academic Regulations and Records Section by email to exam@eduhk.hk.</p> <p>6. 本校的「私隱政策聲明」可見於 https://www.eduhk.hk/main/privacy-policy/。 The University's Privacy Policy Statement (PPS) can be accessed at https://www.eduhk.hk/main/privacy-policy/.</p>	

第四部分 Section IV	聲明 (由學生填寫) Declaration (to be completed by student)
<p>1. 本人就此聲明已清繳一切拖欠之學費和圖書館、學生事務處或其他部門的罰款及貸款。 I declare that I have cleared all outstanding tuition fees and fines/loans with the Library, the Student Affairs Office and other offices concerned.</p> <p>2. 本人就此聲明已清理儲物櫃(號碼: _____)、退還於圖書館借閱的書刊及所有向香港教育大學借用的物品。 I declare that I have cleared the student locker (No.: _____), returned all library books/reading materials and all other items borrowed from the Education University of Hong Kong.</p> <p>3. 請在適當的方格內加上「✓」號。 Please put a “✓” in the appropriate box(es).</p> <p><input type="checkbox"/> 本人並未領取學生證。 I have not collected my student identity card.</p> <p><input type="checkbox"/> 本人之學生證已交回教務處 (諮詢中心之學生紀錄服務站，大埔校園A-G/F-11室)。 My student identity card is returned to the Registry (Student Records Service Desk of Information Centre, Room A-G/F-11, Tai Po Campus).</p> <p><input type="checkbox"/> 本人未能交還學生證，並明白港幣一百元會從本人保證金內扣除。 I cannot return my student identity card and understand that HK\$100 will be deducted from my caution money.</p>	

學生簽署 Signature of Student

日期 Date

Section V	For *Study Centre Office / Registry Use
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Please put a “✓” in the appropriate box.

Student identity card received by _____ of the * Study Centre Office/Registry on _____.
(Please cut up the Card.)

The student has not collected the student identity card.

The student failed to return the student identity card.

(For Study Centre Office) A duplicate of this form sent to the Registry on _____.

(For Registry) The Registry's records updated by _____ on _____.

Effective Date of Withdrawal: _____