



Application for Leave of Absence

Please read the **Notes to Applicants** overleaf before completing this form. Please **TYPE** and **PRINT** the completed form, and then **SIGN**.

Personal Particulars

Student Name: [Click or tap here to enter text.](#) Student Number: [Click or tap here to enter text.](#)
 Contact Phone No.: [Click or tap here to enter text.](#) UOW Email: [@uowmail.edu.au](#)
 Programme: [Click or tap here to enter text.](#) HKID/Passport No.* [Click or tap here to enter text.](#)

Beginning semester/term for leave of absence: *(Please note that the period of leave of absence must not accumulate to more than two academic years.)*

Please click the boxes as appropriate.

- Beginning from
 Current Semester or Next Semester
- Resumption on:

<u>Current Academic Year</u>	<input type="checkbox"/> Semester B	or	<input type="checkbox"/> Summer Term	or	
<u>Next Academic Year</u>	<input type="checkbox"/> Semester A	or	<input type="checkbox"/> Semester B	or	<input type="checkbox"/> Summer Term
	<input type="checkbox"/> <u>After TWO Academic Years</u>				

- Reason(s) for leave of absence: (use English only)

- Do you have documentary proof to support your reason(s) for applying for leave of absence? (Please submit together with this application form.) Yes or No

- Declaration:

- I. I understand that marks/grades previously awarded, including zero mark awarded for incomplete/non-submission of coursework may be retained and counted in the assessment on resumption of studies at the discretion of the Programme Leader.
- II. I have read the notes to applicants and agree to pay the appropriate fees during my leave of absence (Please refer to point 4 under Notes to Applicants). I understand that my student status will be terminated immediately if I fail to settle the fees before the specified due date.
- III. I have settled the tuition fee for the current semester. Yes or No
- IV. I hereby declare that all information given above is true and correct to the best of my knowledge.

Signature of Applicant

Date

* Please delete as appropriate

Use of Information: Information provided by applicant in this form will be treated as strictly confidential and will be used by UOW College Hong Kong for checking of records only.

UOW College Hong Kong (UOWCHK)

Application for Leave of Absence

Notes to Applicants

1. On entry to a specific programme of studies of the College, a student should register for courses in every semester (except in Summer Term where course registration is optional unless otherwise specified). A student who intends not to register for any courses in a semester but will subsequently continue their study should apply for leave of absence no later than the end of the course add/drop period for the leave of absence to take effect in that semester. Once approval is granted, the student will maintain a valid student status with the College during the leave of absence period.

According to the Academic Regulations, the period of leave of absence taken will be counted in the calculation of the student's maximum period of study. Those who cannot complete all requirements for graduation within the maximum study period will be required to discontinue their studies.

2. Only under very exceptional circumstances will late applications be considered, and such late applications must be submitted no later than the end of the teaching period of the semester/term.
3. Applicants may authorize a third party to submit the application on their behalf. In these circumstances, the authorized person should produce their HKID card or passport for identification and record purpose and present the following documents upon application:
 - The application form for Leave of Absence (present this only upon application);
 - An authorization letter signed by the student concerned; and
 - A copy of the Student Identity Card/HKID card/passport of the student concerned (this will be returned to the authorized person after inspection).
4. If the application is successful, the student will be charged the following fees for the semester/term concerned:

- *Semester A/B*

Time of Application	Tuition Fee Liable
Up to the end of Week 2	0% (Students will be charged a Continuation Fee for maintaining an active enrolment status in the College)
Week 3 till the end of Week 6	50%*
Week 7 and afterwards	100%*

**For programmes/degrees charged on a per credit unit basis, students will be liable for the tuition fee chargeable or the minimum tuition fee of two credit units, whichever is higher.*

- *Summer Term*

Time of Application	Tuition Fee Liable
Up to the end of Week 2	0%
Week 3	50%
Week 4 and afterwards	100%

5. **Informing the SFO** - If you are an applicant of the Local Student Finance Scheme and/or Non-means Tested Loan Scheme in the current academic year, you should notify the Student Finance Office (SFO) immediately once your application for leave of absence is approved. SFO will review your application and adjust your entitlement to financial assistance, if appropriate. In the event that there is overpayment of financial assistance, you are required to refund the overpaid amount immediately upon demand.
6. **Resumption of Studies** - Students are required to resume their studies after the approved period of leave of absence. Special course attendance or assessment arrangements may be required if there are changes to the structure of the programme during the period of leave of absence. On occasions where the programme is to be phased out, courses may no longer be offered and resumption of studies in the same programme is not possible.
7. **Personal Information Collection Statement:**
 - The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the College unable to process the application.
 - The information provided may be disclosed/transferred to relevant academic units/ administrative offices within the College for consideration and/or necessary actions.
 - For non-local students, changes in student records may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
 - After the application has been processed, relevant data will be transferred to the student record system of the College.

Application Procedures

You may apply in person together with a valid legal proof of identity, e.g. HKID Card or passport for verification, to the College Office at:

Kowloon City Campus --- 1/F, Billionnaire Royale, 83 Sa Po Rd, Kowloon City; or
Telford Campus --- Telford Plaza, 33 Wai Yip Street, Kowloon Bay