APPLICATION FOR SUSPENSION OF STUDIES
(For leave of absence for one term or above)

Name: (in English) ___________________________ (in Chinese) ___________________________

Student I.D. No.: N/A Year of Attendance: ____________________________

Study/Programme: ____________________________________________________________

Length of suspension applied*: From ____________________________(________/________) (dd/mm/yy) Academic Term / AcademicYear

        to ___________________________________(________/________) (dd/mm/yy) Academic Term / AcademicYear

*Normative Period of Study will be extended accordingly (except on recognized student exchange programme)

Reasons (Attach all necessary supporting documents):

_________________________________________________________________________________

_________________________________________________________________________________

Date: __________________________ Applicant's signature: _____________________________

Notes to the applicants:
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.

Approval:
Programme Co-ordinator

☐ Recommended ☐ Not recommended

Comments __________________________

Signature __________________________ Date __________________________

Programme Director

☐ Recommended ☐ Not recommended

Condition(s)/Comments __________________________

Signature __________________________ Date __________________________

For Office Use Only

Update computer record: __________________________ Date: __________________________

Authenticated by: __________________________ Date: __________________________

06/2013