THE CHINESE UNIVERSITY OF HONG KONG
HONG KONG INSTITUTE OF EDUCATIONAL RESEARCH

<u>NOTICE OF WITHDRAWAL</u>

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Students are required to return the University Reader's Card (if applicable) to the Hong Kong Institute of Educational Research together with this notification of withdrawal.
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I hereby inform you of my decision to withdraw from my studies for the below programme with effect from _____. My University Reader's Card **is / is not*** returned for cancellation. My personal particulars are as follows:

Name: (in English) _____ (in Chinese) _____

Programme: **Certificate Course on Student Guidance and Discipline for Teachers of Primary/Secondary* Schools**

Year of Attendance: _____

Class: **SGDPA (Monday) / SGDPB (Wednesday)/ ***
        SGDSA (Monday) / SGDSB (Wednesday)

Email: _____ Day-time Contact Tel. No.: _____

Reason for Withdrawal: _____

_____

Date: _____ Signature of Student: _____

For completion by the School Head

I was informed that the student named above shall withdraw from the specified course.

Date: _____ Signature of School Head & School Chop: _____

* Delete as appropriate

_____

Personal Information Collection Statement:
1. The personal data provided in 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. Information provided in this form may be transferred to other departments/administrative units within CUHK and EDB for consideration, granting approval and record, where applicable.
3. 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 at 3943 6999 or email to hkier-training@cuhk.edu.hk.

_____

For office use only

Student database and log book have been updated.

Computer record updated by: _____ Date: _____

Authenticated by: _____ Date: _____

The above withdrawal case was reported to Programme Coordinator/Deputy Programme Coordinator by _____

on : _____. Remarks, if any: _____

The above withdrawal case was reported to EDB via email by _____

on _____. Remarks, if any: _____

University Reader's Card **returned / not returned /not applicable*** with this application and returned to University Library.

Handled by: _____ Date: _____

Computer record updated by: _____ Date: _____

20190822