



**退學通知書 (只適用於學歷課程)**  
**Notice of Withdrawal (ABP only)**

請於填寫本表格前參閱背頁之「辦理退學須知」。 Please read the "Notes for Processing Withdrawal" overleaf before completing this form.

課程編號 Programme Code	
課程名稱 Programme Title	
退學原因 (請選擇一個最適合之原因) : Reason for Withdrawal (Please tick <input checked="" type="checkbox"/> one most appropriate reason)	<input type="checkbox"/> 就業/工作理由 Employment/Work reason <input type="checkbox"/> 健康理由 Health reason <input type="checkbox"/> 經濟理由 Financial reason <input type="checkbox"/> 學業成績欠佳 Unsatisfactory academic result <input type="checkbox"/> 其他 (請註明) Others (please specify): _____

學號/註冊編號 Student ID/Registration No. \_\_\_\_\_ (如未能提供學號/註冊編號, 請填上香港身份證號碼。)  
(Please provide your HKID Card No. if your Student ID / Registration No. is not available.)

英文姓名 Name (in English) \_\_\_\_\_ (Mr./Miss/Ms./Mrs.)\*

中文姓名 Name (in Chinese) \_\_\_\_\_ (先生/小姐/女士/太太)\*

通訊地址 Correspondence Address \_\_\_\_\_

聯絡電話 Contact No. \_\_\_\_\_ 電郵地址 E-mail Address \_\_\_\_\_

簽署 Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

\* 請刪去不適用者。 Please delete if inappropriate.

**For Official Use Only**

**To be completed by Administration Division/Programme Team/Registry**

Form Received on \_\_\_\_\_ Handled By \_\_\_\_\_

**To be completed by Programme Team**

1. Programme Team noted this withdrawal

Yes

Others: \_\_\_\_\_

2. The results of all completed modules have been endorsed by the PCE Exam Board

Yes

No (Remarks: The result of last module will be endorsed by the PCE Exam Board tentatively on \_\_\_\_\_ (Date))

Verified by \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

(Remarks: \_\_\_\_\_)

Programme Director \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by Registry**

Verified by \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

(Remarks: \_\_\_\_\_)

Confirm the withdrawal

Others: \_\_\_\_\_

Head of Registry Services \_\_\_\_\_

Date \_\_\_\_\_

## **辦理退學須知**

1. 請填妥通知書並交回/電郵予本院辦理退學手續。
2. 如有查詢，請與本院教務組聯絡：  
電話： 2209-0235 / 2209-0478 / 2209-0275  
傳真： 2603-6565  
電郵： [scs-registry@cuhk.edu.hk](mailto:scs-registry@cuhk.edu.hk)  
地址： 香港九龍尖沙咀漆咸道南39號鐵路大廈6樓
3. 個人資料收集聲明：閣下在本表格內所提供的個人資料，本院只用作處理此退學之用。

## **Notes for Processing Withdrawal**

1. Please return/e-mail the completed withdrawal notice to the School for processing.
2. For enquiries, you can contact the Registry by:  
Phone: 2209-0235 / 2209-0478 / 2209-0275  
Fax: 2603-6565  
E-mail: [scs-registry@cuhk.edu.hk](mailto:scs-registry@cuhk.edu.hk)  
Address: 6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong.
3. Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this withdrawal only.