



STUDENT CLEARANCE (WITHDRAWAL FROM STUDY) FORM

Please read the notes overleaf before completing this form. Please use capital letters.

I. PARTICULARS OF STUDENT
Name in Chinese (as printed on ID)
Name in English (as printed on ID)
Correspondence Address
E-mail Address
Program
Status

II. FOR WITHDRAWING STUDENT ONLY
Reason for Withdrawal (Please select one of the followings)
1. Admission to another university
2. Emigration
3. Financial difficulty
4. Health reason
5. Heavy workload
6. Others, please specify

III. REFUND
I fully understand the Terms of Withdrawal and Refund stated in the Student Handbook, and accept the University's decision about refund.
AUTOPAY(For bank account in Macau)
Student should provide (NOT accepted credit card nor bank card)
Please fill bank details in the following:
Bank Name, Account Name, Account No., Account Currency
Notes: 1. on behalf, a written authorization, ID copies of the consignor and trustee should be provided.
2. with bank account information attached to the application form. Must sign same as ID card signature mode in the blank.
3. Any service charges from the bank should be borne by student, and would be deducted from the caution fee without any notice.
4. Student must provide accurate information of account number and the name of bank account. Furthermore, the student should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.

Personal Declaration

- 1. I hereby confirm that I fully understand and agree to the details listed above.
2. I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the Personal Data Collection Statement of Macau University of Science and Technology.

Student's Signature Date

IV FOR OFFICE USE ONLY

<p>A) COUNTER</p> <p style="text-align: center;">Received and checked the bank account information.</p> <p>Received by _____ Date _____</p>	<p>B) COUNTER</p> <p style="text-align: center;">COES Application recorded in COES system</p> <p>Received by _____ Date _____</p>
<p>C) SCHOOL OF CONTINUING STUDIES</p> <p>Student Status: _____ Checked and updated the personal information of student</p> <p>Staff's Comments _____ Staff's Signature: _____ Date _____</p> <p style="text-align: center;">Approved Not Approved Remarks: _____</p> <p>Signature of the Director _____ Date _____</p>	
<p>D) LIBRARY</p> <p>Cleared</p> <p style="text-align: center;">/ Unsettled Penalty (\$ _____)</p> <p>Comments: _____</p> <p>Authorized Signature _____ Date _____</p>	
<p>E) ACCOUNTS OFFICE</p> <p>Cleared</p> <p style="text-align: center;">Caution fee will not be refunded Fees Outstanding in program</p> <p>Comments : _____ Authorized Signature _____ Date _____</p>	
<p>F) SCHOOL OF CONTINUING STUDIES</p> <p>Effective Date _____ Authorized Signature _____ Date _____</p>	
<p>G) IT OFFICE</p> <p>Data entered by _____</p> <p>Date _____</p>	<p>H) SCHOOL OF CONTINUING STUDIES</p> <p>Cc to Accounts Office</p> <p style="text-align: center;">Has completed all procedures</p> <p>Student is notified in writing</p>

1. I II III
2. -

Notes

1. Students leaving the University should follow the clearance procedures specified below:
 - (i) Complete Sections I, II & III of this form and submit with copy of your Identity Card (both sides) to the School of Continuing Studies for approval 3 weeks prior to the intended date of withdrawal. Related administrative procedures will not begin until the form and related documents are submitted.
 - (ii) Complete all the other procedures as listed in the Sections on "Student Status" in the latest Student Handbook.
2. If application for withdrawal is submitted before class starts, all courses enrolled for the coming semester will be dropped upon approval by the Director of School of Continuing Studies.
3. Once the Withdrawal Application is approved, the applicant's status as a registered student will be cancelled. If he/she would like to continue his/her study in MUST, he/she needs to re-apply to the University.
4. A written reply will be sent to the student within 3 weeks (subject to postmark) upon completion of all the above procedures.
5. Students who are not informed about the refund of caution fee without 3 months after the application of withdrawal is approved should make enquiry to the School of Continuing Studies either by phone or email.
6. With regards to the Rules and Regulations for Withdrawal, please refer to the latest Student Handbook, Sections on "Student Status" and "Tuition Fees, Other Fees and Refund".
7. The University reserves all rights and privileges in amending and explaining the abovementioned rules and regulations.