

**NOTICE OF WITHDRAWAL**

~~~~~  
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.  
~~~~~

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 Management and Leadership for Heads of Guidance and Discipline Teams of Primary/Secondary\* Schools**

Year of Attendance: \_\_\_\_\_ Class: **HGDS / HGDP\***

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 email to [hkier-training@cuhk.edu.hk](mailto: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 Course Coordinator/Deputy Course 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: \_\_\_\_\_