



OFFICE OF ACADEMIC LINKS  
THE CHINESE UNIVERSITY OF HONG KONG

**Withdrawing from CUHK Student Exchange Programmes  
after Accepting Exchange Offer**

(Please read the procedures carefully before filling out the withdrawal form.)

- (1) Inform student advisor at i-Centre of your intention to withdraw via email.
  - Americas & ISEP: Mr. Alex CHAU ([alexchaukw@cuhk.edu.hk](mailto:alexchaukw@cuhk.edu.hk))
  - Asia & Oceania: Ms. Cora CHAN ([corachan@cuhk.edu.hk](mailto:corachan@cuhk.edu.hk))
  - Europe & Africa: Ms. Wynne LEUNG ([wynneleung@cuhk.edu.hk](mailto:wynneleung@cuhk.edu.hk))
- (2) Notify the relevant nomination office of your intention to withdraw via email if you are nominated by College/Department/Faculty.
- (3) Submit the completed withdrawal form together with supporting documents to your student advisor at i-Centre.

(If you are nominated by OAL and want to request for penalty waiver, you must attach supporting documents to your withdrawal form for consideration. If you are nominated by College/Department/Faculty, please check with the relevant nomination office directly if there is any penalty.)

- (4) If you are a final year/term undergraduate student and decide to withdraw from the exchange programme, it is your responsibility to inform Registration and Examinations Section, OAL and your major Department/Programme of your withdrawal on or before 1 June of the current academic year in order to graduate in the current academic year, if desired. If you do not do so, your graduation will be deferred. Please be reminded you have signed on the “Application for Extension for Study Period” form to confirm that you agreed to defer your graduation and decided not to graduate in the current year.

**Note**

- Once your withdrawal application is approved, you will need to repay the travel grant or scholarship (if applicable) provided to you under the CUHK Student Exchange Financial Aid and Scholarship Scheme (FASS).



**CUHK Student Exchange Programmes**  
**Withdrawal Application Form**  
**(After Accepting Exchange Offer)**

**(1) Personal Particulars** (Please tick as appropriate)

Student Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_  
Name in full (Surname first)

Major/Programme: \_\_\_\_\_ College: \_\_\_\_\_ Contact Phone. No.: \_\_\_\_\_

Host Institution: \_\_\_\_\_ Destination: \_\_\_\_\_

Exchange Year & Period: 20\_\_ - 20\_\_  Full Year  Term 1  Term 2  Summer

Exchange Offer Nomination Office:  College  Department / Faculty  Office of Academic Links (OAL)

Final Year/Term Student:  Yes  No

(If you are a final year/term undergraduate student and decide to withdraw from the exchange programme, it is your responsibility to inform Registration and Examinations Section, OAL and your major Department/Programme of your withdrawal on or before 1 June of the current academic year in order to graduate in the current academic year, if desired. If you do not do so, your graduation will be deferred. Please be reminded you have signed on the "Application for Extension for Study Period" form to confirm that you agreed to defer your graduation and decided not to graduate in the current year.)

**(2) Reasons for Withdrawal**

(If there is insufficient space, please provide details on a separate sheet and attach it to this form.)

**Finance:** (1) What is your original plan to financially support the exchange participation?

\_\_\_\_\_

(2) After your acceptance of the exchange offer, do you/your family's financial situation have any sudden change? If so, please specify when and how the change(s) occurred and impacted you/your family.

\_\_\_\_\_  
\_\_\_\_\_

(3) How big is your shortfall for covering the cost for exchange (in HKD)?

\_\_\_\_\_

I would like to discuss with OAL staff about my financial situation.  
(Please send a separate email to your student advisor and explain your situation in details.)

**Academic / Family / Health / Others** (Please specify)

\_\_\_\_\_  
\_\_\_\_\_

- I, the undersigned, have decided to withdraw from the above exchange programme and understand that unless I have compelling reason(s) and provide valid proof for OAL to consider, my nomination deposit of HK\$1,500 will be debited from my given credit card account, and deduction of composite score will be applied to my future student exchange application(s) to OAL (Only for those nominated by OAL).

- I confirm that I have read all the information about the penalty system in the Application and Policy Manual at <http://www.oal.cuhk.edu.hk/cudownloads/>. I fully understand that any request for penalty waiver is subject to OAL's decision and OAL will have the discretionary authority to make the final decision in any case of any doubts.

- I understand that I should inform the College/Department/Faculty about my withdrawal if I was selected by them for the exchange programme.

- I understand that it is my responsibility to inform Registration and Examinations Section (for undergraduates) / Graduate School (for postgraduates) about my withdrawal for resuming my studies at CUHK if needed.

I attached the supporting document(s) to the form.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_