

**Hong Kong Adventist College
TOTAL WITHDRAWAL FORM**

Please submit the completed form to the Registrar Office

Name: _____ Student ID#: _____

Date applied: _____

Reason for withdrawal: _____

Student's signature: _____

Please obtain clearance from the following department

	<u>Signature</u>	<u>Remark</u>
(1) Adviser	_____	_____
(2) Library	_____	_____
(3) Business office	_____	_____
(4) Exit Interview	_____	_____

NOTE:

a) The College reserve the right not to release the student transcript when:

- i) The student financial account is not cleared, and**
- ii) The student did not return borrowed library books.**

b) Parent's letter must be included in the student age is below 18 years old.

For office use only:

Signature: _____ Date Received: _____