Hong Kong Adventist College
TOTAL WITHDRAWAL FORM

Please submit this completed form to the Registrar’s Office

Name: ___________________________ Student ID#: ___________________________
Programme: ___________________________ Date applied: ___________________________
Contact No.: ___________________________ Email Address: ___________________________
Reason(s) for withdrawal:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student’s signature: ___________________________

Please obtain clearance from the following departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Signature</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Adviser</td>
<td></td>
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<tr>
<td>(2) Library</td>
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<tr>
<td>(3) Business Office</td>
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<tr>
<td>(4) Exit Interview</td>
<td></td>
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<tr>
<td>(5) Return of Student ID Card</td>
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</tbody>
</table>

NOTE:

a) The College reserves the right NOT to release the student transcript when:
   i) The Student Financial Account of HKAC is NOT cleared, and
   ii) The student DID NOT return the library books he/she borrowed.

b) A Parent’s Letter must be attached if the student age is below 18 years old.

For office use only:

Signature: ___________________________ Date Received: ___________________________