

**Hong Kong Adventist College  
TOTAL WITHDRAWAL FORM**

Please submit this completed form to the Registrar's Office

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Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Programme: \_\_\_\_\_ Date applied: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Reason(s) for withdrawal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's signature: \_\_\_\_\_

**Please obtain clearance from the following departments**

	<u>Signature</u>	<u>Remarks</u>
(1) Adviser	_____	_____
(2) Library	_____	_____
(3) Business Office	_____	_____
(4) Exit Interview	_____	_____
(5) Return of Student ID Card	_____	_____

**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: _____