

BEIJING NORMAL - HONG KONG BAPTIST UNIVERSITY

Academic Registry

CLEARANCE PROCEDURES FOR OFFICIAL WITHDRAWAL/ DISMISSAL/ LEAVE OF ABSENCE/ SUSPENSION

Student Name: _____

Student ID: _____

Clearance Procedure for: ☐ Official Withdrawal ☐ Dismissal ☐ Leave of absence (From: _____ To: _____)
☐ Suspension (From: _____ To: _____)

Office & Staff in-Charge	Room	Items for Clearance	Comments & Signature of Staff in-Charge
(1) Learning Resources Center (Linda LIN)	LRC	Return of Books borrowed	
(2) Students' Learning Communities Development Team (Carlee CHEN)	T4-101	Clearance of Hostel [#]	
(3) Estates Management Office (Siyuan WANG)	AD-401	Clearance of Utility Bill	
(4) Estates Management Office (Wenxin CHENG)	AD-401	Registered Residence (户口)	
(5) Finance Office (Enoch LIAN)	AD-602 R21	Clearance of Accounts [▲]	
(6) Academic Registry (Amy YANG/Oliver CHEN)	AD-201	Return of clearance procedures form	

Notes:

- (1) The applicant is required to follow the above steps in sequence. The Academic Registry will notify the units involved when all the steps are completed.
- (2) [#] The applicant must pay up all the water and electricity charges, empty your room, return the hostel key to the Hostel Management Office of lived building, and bring the "Notice of Departure" when you come to the Students' Learning Communities Development Team.
- (3) [▲]According to the government regulation (Guangdong [2007] Reference No. 129, Item No.4), the refund to students who withdraw or terminate their studies for any reasons will be based on the following calculation: The Refundable= (tuition/year+ hostel fee/year)/10 academic months*(One academic year is divided into 10 academic months). No refund will be processed until all the clearance procedures are officially settled. For students who have paid up front but quit at the beginning without taking any classes, 90% of the tuition and hostel fees will be refunded.
- (4) To avoid unnecessary financial loss, students are strongly advised to finish all the clearance procedures within the month when the withdrawal/leave of absence application is officially approved.