

**APPLICATION FOR DEFERMENT OF STUDY**  
(Not applicable to Research programmes and PolyU award programmes administered by SPEED)

Please read the notes overleaf before completing this form.

**I. PARTICULARS OF STUDENT**

Name \_\_\_\_\_ Student No. 

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Programme Title \_\_\_\_\_ 

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 Programme 

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 Stream 

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Department \_\_\_\_\_ Mode of Study \*FT/PTE/SAND/PT/MIX/DL

Address \_\_\_\_\_  
\_\_\_\_\_

Day-time Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

# Are you a non-local student requiring student visa/permit to stay in Hong Kong ? \*Yes/No

**II. APPLICATION DETAILS**

I wish to defer my study at PolyU from Semester \_\_\_\_\_ of the \_\_\_\_\_ / \_\_\_\_\_ academic year to the end of Semester \_\_\_\_\_ of the \_\_\_\_\_ / \_\_\_\_\_ academic year and to resume study in semester \_\_\_\_\_ of the \_\_\_\_\_ / \_\_\_\_\_ academic year. I understand that I should remain in my class until I receive the written approval from the Department.

Reason(s) for application \_\_\_\_\_  
\_\_\_\_\_

Supporting documents \*are/are not attached.

I \*have / have not been advised to have late assessment in the current academic year.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_  
\* delete as appropriate

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**III. DECISION OF FACULTY/DEPARTMENT**

(please tick the appropriate box)

Application is  approved  not approved

The period of deferment of study will not be counted towards the maximum period of registration of the student. The student has been duly informed of the changes of the programme requirement including tuition fee implications, if any, after the deferment period.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Departmental Enrolment Liaison Officer

# Once approved and updated by Programme Offering Department in system, an auto email will be sent to the non-local team of Academic Registry (AR) to report to the Immigration Department (IMMD).

## NOTES TO STUDENTS

1. Application for deferment of study for the current academic year/semester must be submitted before the commencement of PolyU's scheduled examination period. Applications submitted **after** the commencement of the examination period will not be processed. For deferment of study for the following academic year/semester, application should be submitted before the commencement of that academic year/semester and application will only be considered after finalization of examination result of the current semester.
2. Applications for deferment of study will only be considered under exceptional circumstances for:
  - first year students of a full-time or sandwich programme
  - a period of more than one academic year
3. The period of deferment will not be counted towards the maximum period (for students admitted in or before 2019/20)/normal duration (for students admitted in or after 2020/21) of registration. Students are normally not eligible for using campus facilities/services during the deferment period.
4. For absence for one semester, students may consider applying for retention of study place by using Form AR112. If the application is approved by the Department, a fee of HK\$2,105 per semester will be charged. The semester(s) during which students are allowed to retain their study places will be counted towards the maximum period of registration of the programme concerned. However, students will be allowed to continue using campus and library facilities/services.
5. Please complete Sections I and II of this form. For the field of mode of study, please note that FT=full-time; PTE=part-time evening; SAND=sandwich; PT=part-time; MIX=mixed-mode; and DL=distance learning. The completed form should be returned together with documentary proof, such as medical certification or letter of certification from the employer, to the General Office of the Faculty/Department offering the programme. PolyU reserves the right to request for the original copy of the documentary proof, where necessary. Applications without valid documentary proof will not be processed. You must remain in your class until you receive the written approval from the Faculty/Department three weeks from the date of application. Please note that this form is not applicable to Research programmes and PolyU award programmes administered by SPEED. Please visit the website of Research Office (<http://www.polyu.edu.hk/ro/>) or SPEED (<http://www.speed-polyu.edu.hk/>) for details of the application procedures.
6. All fees paid are non-refundable. However, for new students enrolled on UGC-funded programmes who apply for deferment of study **before** the commencement of their 1st semester and have paid the tuition fee for that semester will be eligible for a refund of the tuition fee paid after deducting an initial fee (of HK\$5,000 for local students and HK\$15,000 for non-local students). If the tuition fee paid is equal to or less than the above amount, no refund will be arranged. The deduction of such fee will however be waived for current students. For applications submitted **after** the commencement of a semester, all students are required to settle all outstanding tuition fee and/or other fees before such applications will be processed.
7. Students are reminded to access the University Portal and check their emails to obtain up-to-date information relating to their study at the PolyU during the deferment period.
8. Upon expiry of the deferment period, students will be advised to pay the tuition fee to confirm their enrolment on the programme for the semester concerned. Students should retain the student identity card for use upon resumption of study, or for exchange of a new student identity card, if expired.
9. For non-local students who are approved for deferment of study, the University will inform the IMMD of their status change.
10. The information given in the form will only be used for processing this application.

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#### Programme Offering Faculty/Department

Application received on \_\_\_\_\_

Deferment \*approval/disapproval updated in system by \_\_\_\_\_ on \_\_\_\_\_.

\*Approval/disapproval letter sent to student by \_\_\_\_\_ on \_\_\_\_\_.

If applicable, decision on late assessment arrangement sent to student by \_\_\_\_\_ on \_\_\_\_\_.

For a student who will not be able to follow the specified progression pattern upon resumption of study, the programme offering faculty/department should either assign or adjust the student's subjects as appropriate. If applicable, subject registration record updated by \_\_\_\_\_ on \_\_\_\_\_.

\* delete as appropriate