

HONG KONG BAPTIST UNIVERSITY
General Education Office

Cross-Institutional GE Course Enrollment Scheme

Course Drop Form
- For CityU Students Only -

Notes:

Students may be granted approval for dropping the course(s) owing to the following unforeseen reasons:

- (1) time conflict with the courses enrolled in the home institution;
- (2) physical/personal problems, e.g. sudden family or personal problems which may affect their class attendance and academic performance; or
- (3) other reasons deemed acceptable to the Director of General Education.

* Students will be informed of the application result via email.

Students are required to submit the form together with the supporting document (if any) to the General Education Office of HKBU on or before the deadline* for the approval.

A. Declaration by Student

Name: _____ HKBU Student No. _____ CityU Student No.: _____

Academic Year: _____ Semester: _____

GE Course Enrolled: _____

Reason(s) for Dropping: _____

Applicant's Signature: _____ Date: _____

B. General Education Office's Approval

Approved Not approved

Comments: _____

Signature: _____ Date: _____

For use of General Education Office

Application received on: _____ by: _____

Email to AR on: _____

Email to student on: _____

(created in June 2015)

* For the deadline of GE course withdrawal, please refer to <http://ge.hkbu.edu.hk/students/cross-institution/>

**Personal Data (Privacy) Ordinance
Personal Information Collection Statement**

Persons who supply personal data in their applications to the General Education Office for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by University staff.
3. After the applications have been processed, relevant data will be transferred to the student record system of the Office.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

General Education Office
Hong Kong Baptist University
AAB805, 8/F, Academic and Administration Building
15 Baptist University Road
Hong Kong Baptist University