

Hong Kong Baptist University
Office of Student Affairs
Undergraduate Halls

Application for Absence from the Halls

Name of Applicant: _____ Contact No.: _____
Student No.: _____ Room No.: N/S L/R/A/B/C*
Period of Absence: From (am / pm)* to (am / pm)* totaling nights
* Please delete as appropriate

A) Reason of Absence:

_____ (use separate sheet when necessary)

B) Notes to Applicants

1. Completed forms should be submitted to the Resident Community Officer of your Hall at least 3 working days in advance of the period of intended absence. Result will be notified by email/ phone.
2. Supporting document should be provided upon request.
3. According to Hall Rules and Regulations of the Undergraduate Halls, residents who are absent from the Halls for more than 20 consecutive nights* within any period of 30 calendar days may be terminated of residence.

*Except for absences during the period between the last date of examination in the First Semester and the commencement date of the Second Semester.

Signature of Applicant: _____ Date: _____

Office Use Only

1) Endorsed by RCO: _____ (sign) _____ (date)
2) Approved / Not approved by RM: _____ (sign) _____ (date)

Remarks: _____

Note: Please return this form to the G4 Service Counter for recording and filing.