

Hong Kong Baptist University
Office of Student Affairs
Undergraduate Halls

Application for Prolonged 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)* total _____ 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 for the period of intended absence. Results will be notified by email/ phone.
2. Supporting documents should be provided upon request.
3. According to Hall Rules and Regulations of the Undergraduate Halls, any resident absent from the Halls for more than consecutive 20 nights* within any period of 30 calendar days during semesters without approval from Resident Master, may be terminated of residence.

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

C) Privacy Policy

Please refer to <https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>

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.