

**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, any resident absent from the Halls for more than 15 nights\* within any period of 30 days during semesters without approval from Resident Master, may be terminated of residence.

\*Except for absences in the early mornings of :

1. Saturdays,
2. Sundays,
3. Mondays,
4. public holidays,
5. the days following public holidays; and
6. semester break

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.