

UNNC Students Leaving Form

**Suspension □ Withdrawal □ Termination □**

Student ID: Student Name:

Year of Course: Course Title:

Signed: Date:

\*Please follow the steps one by one in order.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Checklist & Info to Students | | Comment |
| Step 1: Library Services (if applicable - Library Enquiry Desk) | 1. Library accounts (UNNC Library & Ningbo University Zone Library)  return books on loan, clear library fines at the library enquiry  desk if you have any related issues | |  |
| 2. Library e-door access | |
| Step 2: Student Affairs (The Hub; The Portland Building Room 120) | 1. Student ID booklet | |  |
| 2. Other relevant affairs | |
| Step 3: Student Visa (if applicable - The Hub; The Portland Building Room 120) | 1. Student Visa (Change of immigration status for international students only, not including Taiwan, Hong Kong and Macaw, please see details in **Note** below) | |  |
| Step 4: Fees and Payment (The Hub; The Portland Building Room 120) | 1. Tuition | **Finance office will process your refund within 15 work days after you submitting the leaving form to The Hub.** |  |
| 2. Textbook fee refund |
| 3. Bills |
| Step 5: LAC &Student Financial Centre (Accommodation Office on High Street) | 1. Accommodation fees refund | |  |
| 2. Bills | |
| 3 Keys | |
| 4 Facilities | |
| 5. Smart Card | |

**Note**: If you are classed as an international student, you must contact the Global Engagement Office to determine the implications of your withdrawal or suspension will have on your student visa and your entitlement to remain in China. The Global Engagement Office has the responsibility to report to the local immigration department to change your visa or residence permit status based on the updated study length at the University. Please bring your original passport, a copy of your withdrawal or suspension form together with two passport photos to The Hub. Student will be responsible for any fees incurred.