

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG
教育學院

Faculty of Education

緩繳學費 / 罰款 (逾期繳交學費) 上訴申請書
Application for Deferment of Tuition Fee / Appeal on Fine for Late Payment of Tuition Fee

申請表(若申請緩繳學費,請連同學費單正本)必須於學費到期日最少三個工作天前遞交教育學院。

Application form (together with original debit note for deferment of tuition fee) must be submitted to Faculty of Education at least 3 working days before the payment due date.

A. Personal Particulars (Please '✓' as appropriate) **個人資料** (請在適當之空格內填上'✓'):

姓名 (英文) _____ (中文) _____
Name : (English) _____ (Chinese) _____
學號 _____ 香港身份證號碼 _____
Student I.D. No. : _____ H.K.I.D. Card No. : _____
聯絡電話 _____ 電郵地址 _____
Contact Tel. No. : _____ E-mail Address : _____
學制 全日 兼讀 _____
Time Basis : Full-time Part-time _____
修業年份 _____
Year of Attendance : _____
課程 _____
Programmes : _____
主修 _____ 副修 _____
Major : _____ Minor(s) : _____

B. Details of Application (Please '✓' as appropriate) **申請事項** (請在適當之空格內填上'✓'):

本人擬申請延期繳交 _____ 年度 _____ 學期之學費至 _____ (日/月/年)日繳交
I wish to apply for late payment of the _____ term of _____ academic year until _____ (dd/mm/yy).

本人擬申請豁免繳交罰款(逾期繳交學費) [逾期繳交學費者如無合理原因, 必須繳交\$200之罰款]。
I wish to apply for waiver of fine (for late payment of tuition fee) [A fine of \$200 must be paid for late payment without sound reasons].

申請理由 (必須填寫; 如適用, 請附有關證明文件)

Reasons for the above application (must be provided; please also submit supporting documents if applicable): _____

簽署 _____
Signature : _____

日期 _____
Date : _____

收集個人資料聲明:

- 此表格所收集的資料將用以處理有關的申請, 所提供的資料於無需保留時將全部銷毀。
- 如在遞交此表格後要查閱或改正個人資料, 請聯絡教育學院: 電話: 3943-6402、傳真: 2603-6129、電郵: angelayan@cuhk.edu.hk。
- 本表格所收集的資料或會轉交香港中文大學其他行政或教學部門作考慮或批核用。

Personal Information Collection Statement:

- The personal data provided on this form will be used by the Faculty of Education for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- For correction of or access to the personal data after submission of this form, please contact the Faculty of Education: Tel. No.: 3943-6402, Fax No.: 2603-6129, e-mail address: angelayan@cuhk.edu.hk.
- Information provided on this form may be transferred to other departments/ administrative units within CUHK for consideration and granting approval, where applicable.

FOR OFFICE USE ONLY

For deferment of tuition fee payment Fine for late payment of tuition fee payment
 Recommended for deferment until _____ (dd/mm/yy) Recommended for waiver of fine
 NOT recommended for deferment NOT recommended for waive of fine

Comments : _____

Recommended signature : _____ Name : _____ Date : _____

Received from Division on : _____ Approved / Endorsed NOT Approved / NOT Endorsed

Comments : _____

Authorized signature : _____ Name : _____ Date : _____

CUSIS updated on : _____ Contact student on : _____ Debit Note : _____