

**THE CHINESE UNIVERSITY OF HONG KONG**  
香港中文大學

**Postgraduate/Part-time Student - Application for Purchase of Pre-paid Parking Coupons**

**研究生/兼讀課程學生 — 購買預繳泊車券申請表**

**Particulars of Applicant (To be completed by Applicant)**

**申請人資料 (由申請人填寫)**

Name: 姓名: _____ (中文 _____)	Student ID No: 學生證號碼: _____
Registration Mark 車輛登記號碼: _____	Driving Licence No: 駕駛執照號碼: _____
	Exp Date: 屆滿日期: _____
Dept/School: 學系/學院: _____	*Postgraduate/part-time student 研究生/兼讀課程學生 (*Delete as appropriate)
E-mail Address: 電郵地址: _____	Contact Tel.No: 聯絡電話號碼: _____
學期期間 Duration of Term: 由 From _____ 至 To _____	
該學期上課日總數 Total No. of Teaching Days for Term : _____	

**ENDORSEMENT BY DEPARTMENT/SCHOOL**  
**有關學系/學院批註**

本人確認申請人所述以下資料正確無誤 I hereby affirm below information of applicant as stated correct :

(請✓經確認資料 Please ✓ information checked correct)

- \*研究生 Postgraduate / 兼讀課程學生 part-time student (\*Delete as appropriate)
- 學期期間 Duration of the term : ( # 由 From \_\_\_\_\_ 至 To \_\_\_\_\_ )
- 該學期上課日總數 Total No. of Teaching Days for Term : ( # \_\_\_\_\_ )

( #如申請人所述資料不正確請在此更正 Amend here if applicant's stated information is incorrect )

Signature: 簽署: _____	Post: 職位: _____
Name: 姓名: _____	Contact Tel. No.: 聯絡電話: _____
Dept.Chop: 部門印鑑: _____	Date: 日期: _____

( Please see Notes at reverse page 請看背頁備註 )

**(Notes to Applicant 申請人須知)**

**Use of Pre-paid Parking Coupons**

- (a) The maximum number of coupons, each costs at \$20, allowable for purchase is no more than 120% of the total number of teaching days in each term. Each coupon is for parking up to 5 hours and no more than 2 coupons may be used for the same visit. No overnight parking on campus is allowed.
- (b) The parking coupons are non-refundable (expiring on the date indicated thereon) and non-transferable (only to be used by the applicant).

**Application for Purchase of Pre-paid Coupons**

- (a) First of all, applicant has to prove his/her eligibility for the purchase of pre-paid coupons by submitting an application form (obtainable from Control Room or website of Security Office) duly endorsed by the department/school concerned regarding the term duration and number of teaching days.
- (b) Upon receipt of endorsed application, Security Office will open an account in name of the applicant for the said term specifying the ceiling of coupons allowable for purchase. Applicant is required to produce Student's ID/ proof of identity during purchase of coupons for verification purposes.
- (c) The applicant can, within the said term, purchase the required number coupons from the Security Office as and when necessary up to the ceiling.
- (d) Within office hours (i.e. 0830 to 1230 hrs & 1330 to 1800 hrs - Mon to Fri, except PH & CUHK School Holidays), applicant can usually get the coupons from the General Office of Security Office right away upon payment by cash or cheque.
- (e) Outside business hours, applicant can make payment by cash or cheque at the Control Room (24 hrs) of Security Office for the coupons to be purchased and a receipt will be given. After two working days, applicant can collect the coupons from the Control Room (24 hrs) upon production of the receipt.
- (f) For any enquiries, please call General Office of Security Office at Tel. No. 3943 8645 / 3943 1975 (within office hours).

**預繳泊車券使用守則**

- (a) 每學期可購買預繳泊車券數額上限為不超過該學期上課日總數之 120%。預繳泊車券每張\$20 可供泊車最高 5 小時，每次最多可使用 2 張為限，車輛不可逾夜停泊校園。
- (b) 預繳泊車券款項不可退還（泊車券在指定日期屆滿後即告失效）。泊車券不可轉讓他人（只限申請人使用）。

**申請購買預繳泊車券須知**

- (a) 申請人先需向保安處遞交申請（申請表格可於保安處網頁下載或向控制室索取），以供證明其可購買預繳泊車券資格，並由有關學系/學院確認其學期時段及上課日總數。
- (b) 在收到經學系/學院確認申請後，保安處會替申請人開設購券戶口，並訂明可購買泊車券數目上限。申請人在購券時須出示學生證/身分證明文件以作核實之用。
- (c) 其後，申請人可在該學期內向保安處購買適量數目泊車券，但以購券上限為準。
- (d) 在保安處寫字樓辦公時間（星期一至星期五：0830 - 1230 時及 1330 - 1800 時，公眾假期及大學假期除外），申請人一般可在以現金或支票繳款後，可即時取得預購泊車券。
- (e) 在上述辦公時間以外，申請人可到保安處控制室（24 小時）以現金或支票繳交購券費用，並將獲發繳款收據。在 2 個工作天後，申請人可憑收據到控制室（24 小時）領取預繳泊車券。
- (f) 如有任何查詢，請於保安處寫字樓辦公時間內致電 3943 8645 / 3943 1975。

**(For Security Office use 保安處用)**

Term Duration : \_\_\_\_\_ No. of Teaching Days: \_\_\_\_\_

Ceiling of Coupons Allowable for Purchase : \_\_\_\_\_ Verified by: \_\_\_\_\_ Date : \_\_\_\_\_