



**For Official Use Only**

**To be completed by Administration Division**

Form Received on \_\_\_\_\_

Handled By \_\_\_\_\_

Cheque No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

**To be completed by Programme Team**

(Programme Team is required to provide the checklist for PCE course exemption, copy of original academic transcript, course syllabus and any other supporting documents for approval.)

Verified by \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Recommend the course exemption

Not recommend the course exemption

Justification \_\_\_\_\_

\_\_\_\_\_  
Programme Director

\_\_\_\_\_  
Date

**To be completed by Registry**

Verified by \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

(Remarks: \_\_\_\_\_)

Approve the recommendation

Not approve the recommendation

(Remarks: \_\_\_\_\_)

\_\_\_\_\_  
Associate Director

\_\_\_\_\_  
Date

## **申請「科目修讀豁免」須知**

1. 「科目修讀豁免」之申請必須於該課程開課前申請。
2. 本院待收到填妥之申請表格、有關文件及費用後，方可處理台端之申請。
3. 如申請科目修讀豁免超過一個科目，請分別填寫申請表格。
4. 申請費為每科港幣五百元正。其中包括行政費港幣二百元正。如該科目未能成功獲得豁免，本院會退回扣減行政費後之申請費予學員。
5. 請把填妥表格，劃線支票或信用卡資料交回或郵寄至本院於「香港九龍尖沙咀漆咸道南39號鐵路大廈6樓」之總辦事處。
6. 繳費辦法：
  - (i) 支票付款  
申請人可郵寄劃線支票或銀行本票到本院，抬頭為「香港中文大學」。
  - (ii) 易辦事付款  
申請人可於遞交申請表格時，用本地銀行發出之提款卡於本院之報名中心以易辦事繳交費用。
  - (iii) Visa/萬事達卡  
請於申請表格內填寫持卡人姓名、信用卡號碼、有效日期、授權金額及簽署，並親臨或郵寄至本院辦理。
7. 如有查詢，請與本院教務組聯絡：  
電話：2209-0274 / 2209-0235 / 2209-0478  
傳真：2603-6565  
電郵：scs-registry@cuhk.edu.hk
8. 個人資料收集聲明：閣下在本表格內所提供的個人資料將供本院職員處理此申請之用。

## **Notes for Application for Course Exemption**

1. Application for Course Exemption should be applied before the commencement of the programme concerned.
2. Applications will be processed upon receipt of the completed application form, supporting documents and payment.
3. Fill in separate forms if you want to apply for Course Exemption of more than one module/course.
4. The application fee should be HK\$500 per module. An administrative fee of HK\$200 is included. The application fee with the deduction of an administrative fee shall be refunded to the applicant for any unsuccessful application.
5. Completed applications should be sent to the School in person or by mail to the Head Office at "6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong."
6. Payment Method :
  - (i) Payment by Cheque  
Applicants may send a crossed cheque or bank draft made payable to "The Chinese University of Hong Kong".
  - (ii) Payment by EPS  
Applicants can make payment by EPS when they submit application forms at the School's Enrolment Centres.
  - (iii) Payment by Visa / Master Card  
The application form should include the card holder's name, card number, expiry date, authorised amount and card holder's signature.
7. For enquiries, you can contact the Registry by:  
Phone: 2209-0274 / 2209-0235 / 2209-0478  
Fax: 2603-6565  
E-mail: scs-registry@cuhk.edu.hk
8. Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.