



呈交作業附頁 Cover Sheet for Assignment Submission

請於填寫本表格前參閱以下須知。 Please read the following notes before completing this form.

- 請將此附頁夾附於作業首頁。
Please attach this cover sheet to the front of your assignment.
- 請於限期前親臨本院並將作業投入本院報名中心內之「作業收集箱」或郵寄作業至本院：(i) 中環夏慤道 12 號美國銀行中心 1 樓 A；或 (ii) 尖沙咀加連威老道 98 號東海商業中心地庫 1 樓 01 室；或 (iii) 尖沙咀漆咸道南 67 號安年大廈 13 樓；或 (iv) 將軍澳翠林邨將軍澳教學中心地下。
Please drop your assignment into the "Assignment Box" located at the School's Enrolment Centres or mail it to us at: (i) Unit A, 1/F, Bank of America Tower, 12 Harcourt Road, Central; or (ii) Unit 01, Basement 1, East Ocean Centre, 98 Granville Road, Tsim Sha Tsui; or (iii) 13/F, Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui; or (iv) Tseung Kwan O Learning Centre, Tsui Lam Estate, Tseung Kwan O before/on the due date.
- 本院恕不接受逾期呈交之作業。
It is the student's responsibility to submit assignments on time. Late assignments will not be accepted.

課程編號 Programme/Course Code		教員姓名 Name of Teaching Staff	
課程名稱 Programme/Course Title		作業題目 Assignment Title	
科目編號／名稱 Module/Course Code/Title		呈交份數 No. of copy	

學號／註冊編號 (如未能提供學號／註冊編號，請填上香港身份證號碼。)
Student ID/Registration No. _____ (Please provide your HKID Card No. if your Student ID/Registration No. is not available.)

學員英文姓名 (Mr./Miss/Ms./Mrs.)*
Name of Student (in English) _____

學員中文姓名 (先生／小姐／女士／太太)*
Name of Student (in Chinese) _____

聯絡電話 電郵地址 呈交日期
Contact No. _____ E-mail Address _____ Date of Submission _____

* 請刪去不適用者。 Please delete if inappropriate.

For Official Use Only

Received by _____ Date _____

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呈交作業回條
(如需收取此回條，請親臨本院報名中心櫃檯遞交作業)
Acknowledgement of Assignment

(Please submit your assignment at an enrolment counter of the School if this acknowledgement is needed)

由學員填寫 To be filled out by Student

科目編號／名稱 Module/Course Code/Title		作業題目 Assignment Title	
學員名稱 Name of Student		呈交日期 Date of Submission	

本院已收到以上作業。
The School has received the above assignment(s).

學院印鑑 School Chop