

科目修讀豁免申請表格
(適用於 2015 年 6 月 1 日或之後入學之學歷課程學生)
Application Form for Course Exemption or Advanced Standing
(Applicable for students admitted to Award-bearing Programmes on or after 1 June 2015)

請於填寫本表格前參閱背頁之「申請須知」。 Please read the “Notes for Application” overleaf before completing this form.

課程編號 Programme Code	
課程名稱 Programme Title	
申請豁免修讀之科目名稱 (本院之科目) Title of Course/Module Applied for Course Exemption (i.e. CUSCS courses)	
合資格申請修讀豁免之科目名稱 (其他院校之科目) Title of Course/Module Eligible for Course Exemption (i.e. Courses offered by other educational institutions)	

附件：請連同學業成績單，科目綱要及其他有關文件副本遞交申請。

Attachment(s): Please also attach copy of original academic transcript, course syllabus and any other supporting documents for application.

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

申請人英文姓名 Name of Applicant (in English) _____ (Mr./Miss/Ms./Mrs.)*

申請人中文姓名 Name of Applicant (in Chinese) _____ (先生/小姐/女士/太太)*

通訊地址 Correspondence Address _____

(如選擇以郵寄方式收取收據，請填上地址。 Please provide your address if you choose to receive the receipt by mail.)

聯絡電話 Contact No. _____ 電郵地址 E-mail Address _____

繳費辦法 Method of Payment

支票號碼 Cheque No.: _____

易辦事 EPS 

信用卡 Credit Card

Visa Master



信用卡號碼
Card No.

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有效日期

Expiry Date M M Y Y

(有效期須半年或以上)

Valid for at least 6 months)

持卡人姓名 Card Holder's Name _____ 發卡銀行 Card Issuing Bank _____

本人授權中大專業進修學院於上述信用卡支取申請費港幣
I hereby authorise CUSCS to charge the credit card above for an application fee of HK\$ _____
(必須填寫 must fill in)

持卡人簽署 Card Holder's Signature _____ 日期 Date _____

如此科目未能成功獲得豁免，本院會退回扣減行政費(港幣二百元正)後之申請費予申請人。退款安排需時約四至六星期，並只能轉帳至以下所提供的戶口(註：戶口名稱必須為學生本人)：

The application fee with the deduction of an administrative fee (HK\$200) shall be refunded to the applicant for any unsuccessful application. The refund process will take about four to six weeks and will only be made to the bank account as below (Note :The account name should be the name of student):

戶口名稱 Account Name _____

銀行名稱 Name of Bank _____

戶口號碼 Account No. _____ / _____

(分行號碼 Branch)

(戶口號碼 Account No.)

申請人簽署 Applicant's Signature _____ 日期 Date _____

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

For Official Use Only

To be completed by Administration Division

Form Received on _____

Handled By _____

Cheque No. _____

Receipt No. _____

To be completed by Academic Division (ADH / B&M / HAS / L&C / SSE)

(Academic Division is requested to provide the copy of original academic transcript, course syllabus and any other supporting documents for approval.)

Verified by _____ (Name) _____ (Title) _____ (Date)

Recommended

Not recommended

Remarks _____

Head of Academic Division

Date

To be completed by Registry

Approved the recommendation

Not approved the recommendation

Associate Director (Registry & Academic Support Services)

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「沙田香港中文大學博文苑」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
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/Advanced Standing

1. Application for Course Exemption/Advanced Standing 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 / Advanced Standing 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 "Inter-University Hall, The Chinese University of Hong Kong, Shatin."
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 and card holder's signature.
7. For enquiries, you can contact the Registry by:
Phone: 2209-0274
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.