



**延期修業申請表格 (只適用於學歷課程)**  
**Application Form for Deferral of Study (ABP only)**

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.  
請於適當的方格內填上☑號。 Please tick ☑ the appropriate box.

課程編號 Programme Code	
課程名稱 Programme Title	
延期期間 Deferral Period	<input type="checkbox"/> 單元課程：最多可延長一年 Modular programme: the maximum deferral period is 1 year only i.e.由 From _____ 至 To _____ <span style="margin-left: 200px;"><input type="checkbox"/> 非單元課程：只可延長至下一屆別 Fixed-structure programme: the maximum deferral period is 1 intake only i.e.由 From _____     至 To _____</span>
理由 Reason(s)	

附件：請連同證明文件或解釋信件遞交申請。  
Attachment(s): Please also attach supporting documents or self-explanatory letter for application.

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.)

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

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

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 \_\_\_\_\_ 電郵地址 \_\_\_\_\_  
Contact No. \_\_\_\_\_ 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. \_\_\_\_\_

有效日期  
Expiry Date

M	M	Y	Y
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(有效期須半年或以上  
Valid for at least 6 months)

持卡人姓名 \_\_\_\_\_ 發卡銀行 \_\_\_\_\_  
Card Holder's Name 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 \_\_\_\_\_ 日期 \_\_\_\_\_  
Card Holder's Signature Date

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 Programme Team**

(Programme Team is required to provide student's study plan and payment details for approval.)

This applicant was admitted to this programme in \_\_\_\_\_ (MM/YY) and the maximum period of study for this programme is \_\_\_\_\_ year(s).

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

Recommend the deferment of study

Not recommend the deferment of study

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 (Academic Quality and Development)

\_\_\_\_\_  
Date

## 申請「延期修業」須知

1. 延期修業申請須附上有關證明文件或解釋信件。
2. 如已獲科目及學分豁免者，請將豁免科目及學分通知書副本一併交回。
3. 單元課程:最多可延長一年(視乎該課程單元是否會開辦); 非單元課程:只可延長至下一屆別。
4. 本院待收到填妥之申請表格、證明文件/解釋信件及有關費用後，方可處理台端之申請。
5. 手續費為港幣二百元正。所有費用，恕不退還。
6. 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。
7. 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。
8. 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
9. 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 Deferment of Study

1. Please submit all necessary supporting documents or self-explanatory letter for application for deferment of study.
2. If applicants have been granted course and unit exemptions, please also submit a copy of your Statement of Course and Unit Exemptions.
3. Modular programme – the maximum deferral period is 1 year (subject to the availability of the modules concerned); Fixed-structure programme – the deferral period is limited to 1 intake only.
4. Applications will be processed upon receipt of the completed application form, supporting documents (if applicable) and payment.
5. The administrative fee should be HK\$200. It is non-refundable.
6. 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.”.
7. 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.
8. 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
9. Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.