



轉修課程／保留學費申請表格（只適用於短期課程）
Application Form for Course Transfer/Retention of Tuition Fee (for General Courses Only)

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

- 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。
Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.
- 學員需經本院同意，並於該已報讀課程開課日期前一星期提出轉修課程／保留學費申請。
The application should be made subject to the approval of the School at least one week before the original course commencement date.
- 如已繳學費高於欲轉修課程之學費，本院將不會退還餘下款額。
If the paid tuition fee exceeds the new tuition fee, the excess amount will be automatically forfeited.
- 如已繳學費不足以支付欲轉修課程之學費，差額可以支票、易辦事或信用卡繳付。
If the paid tuition fee is not sufficient to settle the new tuition fee, the difference can be settled by cheque, EPS or credit card.
- 本院會將已繳交之學費保留一年（由申請日起計），逾期作廢。
The paid tuition fee would be retained for one year from the date of application and will be automatically forfeited afterwards.
- 申請轉修課程／保留學費之費用為每科港幣一百元正。
A fee of HK\$100 per course will be charged for the application for course transfer/retention of tuition fee.
- 如擬就多於一項課程申請轉修／保留學費，請分別填寫申請表格。
Please fill in separate forms if you want to apply for course transfer/retention of tuition fee for more than one course.
- 繳費辦法 Payment Method :
 - 支票付款 Payment by Cheque
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」。
Applicants may send a crossed cheque or bank draft made payable to "The Chinese University of Hong Kong".
 - 易辦事付款 Payment by EPS
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。
Applicants can make payment by EPS when they submit application form at the School's Enrolment Centres.
 - Visa／萬事達卡付款 Payment by Visa/Master Card
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。
The application form should include the card holder's name, card number, expiry date and card holder's signature.

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

- 申請轉修課程 Application for Course Transfer
 申請保留學費 Application for Retention of Tuition Fee

原定課程編號 Original Course Code	新課程編號 New Course Code
原定課程名稱 Original Course Title	新課程名稱 New Course Title
原定課程開課日期 Original Course Commencement Date	新課程開課日期 New Course Commencement Date
已繳學費 Paid Tuition Fee	新課程學費 New Tuition Fee
理由 Reason	

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.)*

申請人中文姓名 _____ (先生／小姐／女士／太太)*

通訊地址 _____

(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 _____
(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費用港幣
I hereby authorise CUSCS to charge the credit card above for a fee of HK\$ _____
(必須填寫 must fill in)

持卡人簽署 Card Holder's Signature _____ 日期 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

Form received on _____

Receipt no. _____

Fee retained till _____

Handled by _____

Approved/Not approved*

Head of Academic Discipline (Signature)

Date