

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG
教育學院
Faculty of Education

緩繳學費 / 罰款 (逾期繳交學費) 上訴申請書

Application for Deferment of Tuition Fee / Appeal on Fine for Late Payment of Tuition Fee

只適用於學位教師教育文憑 / 學位教師教育文憑 (小學) / 學位教師教育文憑 (幼兒教育) 課程學生
For Students of PGDE / PGDE (Primary) / PGDE (Early Childhood Education) Programmes

申請表 (若申請緩繳學費, 請連同學費單正本) 必須於學費到期日最少 **三個工作天前** 經電郵 (pgde@cuhk.edu.hk) 或郵遞 [香港中文大學何添樓G1室 (PGDE 課程)] 提交。

Application form (together with original debit note for deferment of tuition fee) must be submitted by email (pgde@cuhk.edu.hk) or by post [G1, Ho Tim Building, The Chinese University of Hong Kong, Shatin, Hong Kong. (Attn: PGDE Programmes)] at least **3 working days before** the payment due date.

A. Personal Particulars (Please '✓' as appropriate) **個人資料** (請在適當之空格內填上'✓'):

姓名 (英文) _____ (中文) _____
Name: (English) _____ (Chinese) _____
學號 _____ 香港身份證號碼 _____
Student I.D. No.: _____ H.K.I.D. Card No.: _____
聯絡電話 _____ 電郵地址 _____
Contact Tel. No.: _____ E-mail Address: _____
學制 全日 兼讀 修業年份 _____
Time Basis: Full-time Part-time Year of Attendance: _____
課程 _____
Programmes: _____
主修 _____ 副修 _____
Major: _____ Minor(s): _____

B. Details of Application (Please '✓' as appropriate) **申請事項** (請在適當之空格內填上'✓'):

本人擬申請延期繳交 _____ 年度 _____ 學期之學費至 _____ (日/月/年) 日繳交
I wish to apply for late payment of the _____ term of _____ academic year until _____ (dd/mm/yy).

本人擬申請豁免繳交罰款 (逾期繳交學費) [逾期繳交學費者如無合理原因, 必須繳交 \$200 之罰款]。
I wish to apply for waiver of fine (for late payment of tuition fee) [A fine of \$200 must be paid for late payment without sound reasons].

申請理由 (必須詳細填寫), 如有需要, 可另加頁補充:

Reason(s) for the above application (must be provided in detail; attach additional page(s) if necessary): _____

附上證明文件 (必須遞交以下其中一項。如遞交之證明文件不足審批之用, 申請人會被要求遞交額外文件):

Supporting Document(s) Required (one of the following must be submitted. In case the supporting document is insufficient for the processing of application, the applicant will be requested to submit further supporting proof.):

由在職家庭及學生資助事務處轄下的學生資助處發出之「免入息審查貸款計劃」或「資助專上課程學生資助計劃」貸款批核通知書或簡覆書
Approval Letter or Application Receipt of "Non-means-tested Loan Scheme" or "Tertiary Student Finance Scheme – Publicly-funded Programmes" issued by the Student Finance Office of the Working Family and Student Financial Assistance Agency

過去 3 個月銀行存摺或月結單影印本
Photocopy of passbook(s) OR monthly statements of bank account(s) for the last 3 months

其他 [適用於申請豁免繳交罰款 (逾期繳交學費)]

Others (for appeal on fine for late payment of tuition fee) _____

簽署

Signature: _____

日期

Date: _____

收集個人資料聲明:

i. 此表格所收集的資料將用以處理有關的申請, 所提供的資料於無需保留時將全部銷毀。

ii. 如在遞交此表格後要查閱或改正個人資料, 請聯絡教育學院: 電話: 3943-6721/3943-6964、傳真: 2603-6129、電郵: pgde@cuhk.edu.hk。

iii. 本表格所收集的資料或會轉交香港中文大學其他行政或教學部門作考慮或批核用。

Personal Information Collection Statement:

i. The personal data provided on this form will be used by the Faculty of Education for the purpose of processing this application. All information provided, when no longer required, will be destroyed.

ii. For correction of or access to the personal data after submission of this form, please contact the Faculty of Education: Tel. No.: 3943-6721/3943-6964, Fax No.: 2603-6129, e-mail address: pgde@cuhk.edu.hk.

iii. Information provided on this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.

FOR OFFICE USE ONLY

For deferment of tuition fee payment

Fine for late payment of tuition fee payment

Recommended for deferment until _____ (dd/mm/yy)

Recommended for waiver of fine

NOT recommended for deferment

NOT recommended for waive of fine

Comments: _____

Programme Director signature: _____ Name: _____ Date: _____

CUSIS updated on: _____

Debit Note: _____

Contact student on: _____