

成績覆核申請表格(只適用於短期課程及學歷課程) Application Form for Academic Appeal (GC & 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回號。 Please tick \boxdot the appropriate box.

課程編號 Course/Programme Co	de
課程名稱 Course/Programme Tit	le l
科目 Module^	
^只適用於學歷課程 Applicable for ABP only 理由 Reason(s)	
·····································	
申請人中文姓名	(Mr./Miss/Ms./Mrs.)*
Name of Applicant (in Chinese) 通訊地址	
Correspondence Address	卫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.	選擇以動命方式収取収據・請填上地址。Please provide your address if you choose to receive the receipt by mail.) 電郵地址 E-mail Address
繳費辦法 Method of Payment	
□ 支票號碼 Cheque No.:	
□ 易辦事 EPS 編編章	
□ 信用卡 Credit Card	
□Visa □Master 信用卡 □Visa □Card N	
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	
I hereby authorise CUSCS to ch	arge 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
生本人): The application fees shall be refun	回該科目之手續費予申請人。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ded to the applicant in case of any adjustments in grades. The refund process will take about four to six weeks account as below (Note: The account name should be the name of student):
	· · ·
	(分行號碼 Branch) (戶口號碼 Account No.)
申請人簽署 Applicant's Signature * 請刪去不適用者。Please delete if inappropr	日期 Date ate.

For Official Use Only

(Remarks:

Associate Director (Academic Quality and Development)

□ Approve the recommendation□ Not approve the recommendation

To be completed by Administration Division Handled By _____ Form Received on _____ Cheque No. Receipt No. To be completed by Programme Team ☐ Successful (grade/status changed) (Please state the original and new grade/status) _____ (Name) ___ Verified by ___ ☐ Recommend the appeal result ☐ Not recommend the appeal result Justification _ Programme Director Date To be completed by Registry □ Verified by ______ (Name) ______ (Title) ______ (Date)

Date

申請「成績覆核」須知

- 1. 成績覆核申請須於有關課程之成績單上列印日期起兩星期內才會受理。
- 2. 本院待收到填妥之申請表格及有關費用後,方可處理台端之申請。
- 3. 申請成績覆核費用為每科目港幣五百元正。所有費用一經收取,本院恕不退還。 倘成績覆核後有所改動,本院則退回該科目之手續費。成績覆核後之結果將為最後成績,本院恕不就同一科目再接受申請成績覆核。
- 4. 如申請覆核超過一個科目,請分別填寫申請表格。
- 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「香港九龍尖沙咀漆咸道南39號鐵路大廈6樓」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、授權金額及簽署,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: 2209-0235 / 2209-0478 / 2209-0275

傳真: 2603-6565

電郵: scs-registry@cuhk.edu.hk

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 Academic Appeal

- 1. Application for Academic Appeal should be made within 2 weeks upon the issuance of Results Slip.
- 2. Applications will be processed upon receipt of the completed application form and payment.
- 3. Fees per module should be \$500. Fees once paid are not refundable. The fees shall be refunded to the applicant in case of any adjustments in grades. The decision of the review of Academic Appeal shall be final and no second Academic Appeal on the same module will be allowed.
- 4. Fill in separate forms if you want to apply for Academic Appeal of more than one module.
- 5. Fill in all the required information on the application form. Return the form with cheque or credit card information to the School's Head Office at "6/F. Railway Plaza. 39 Chatham Road South. Tsim Sha Tsui. Kowloon. Hong Kong.".
- 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, authorised amount and card holder's signature.

7. For enquiries, you can contact the Registry by:

Phone: 2209-0235 / 2209-0478 / 2209-0275

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.