

延期修業申請表格(只適用於學歷課程) Application Form for Deferment 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. 請於確常的方核內損上闭號。 Please tick 冈 the appropriate box

課程編號					
Programme Code					
課程名稱 Programme Title					
Programme mue					
延期期間 Deferral Period	□ 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		□ 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		
理由 Reason(s)					
附件: 請連同證明文件或解釋信件遞交印 Attachment(s): Please also attach supp		atory letter for applicati	ion.		
學號/註冊編號 Student ID/Registration No 申請人英文姓名		未能提供學號/註冊編號, ease provide your HKID C		號碼。) dent ID / Registration No. is not available.	
Name of Applicant (in English)				(Mr./Miss/Ms./Mrs.)	
申請人中文姓名 Name of Applicant (in Chinese) 通訊地址 Correspondence Address				(先生/小姐/女士/太太)	
·	以郵寄方式收取收據,請填上地址。 電郵地址 E-mail Address				
<u>徽費辦法 Method of Payment</u>					
☑ 支票號碼 Cheque No. :		<u> </u>			
■ 易辦事 EPS 編簿					
☑ 信用卡 Credit Card					
□Visa □Master 信用卡號碼 □ Card No.		-	-	有效日期 Expiry Date M M Y Y	
Ourd No.				(有效期須半年或以上	
持卡人姓名 Card Holder's Name		發卡銀行 Card Issuing Bank		Valid for at least 6 months)	
本人授權中大專業進修學院於上述信用 I hereby authorise CUSCS to charge		nnlication foo of HK\$	•		
持卡人簽署 Card Holder's Signature	the creat cara above for all a	pplication lee of fire	日期 Date	(必須填寫 must fill in)	
			日期 Date		
申請人簽署 Applicant's Signature					
申請人簽署 Applicant's Signature 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						
<u>To be completed by Programme Team</u> (Programme Team is required to provide student's study pl	lan and payment deta	ails for approval.)				
This applicant was admitted to this programme in _ programme is year(s).			(MM/YY) and the maximum p	period of study for this		
□ Verified by	(Name)		(Title)	(Date)		
☐ Recommend the deferment of study						
\square 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: 2209-0235 / 2209-0478 / 2209-0275

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

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.