補考申請表格（只適用於短期課程及學歷課程）
Application Form for Re-examination (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☑號。 Please tick ☑ the appropriate box.

課程編號 Course/Programme Code	
課程名稱 Course/Programme Title	
科目 Module^ ^只適用於學歷課程 Applicable for ABP only	
理由 Reason(s)	

附件：請連同證明文件遞交申請。 Attachment(s): Please also attach supporting documents 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
Name of Applicant (in English) _____ (Mr./Miss/Ms./Mrs.)*

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

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
VISA MasterCard

信用卡號碼　| | | -- | | | | -- | | | | -- | | | |
Card No.

有效日期 Expiry Date | M | M | Y | Y |
(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

Result: ☐ Eligible with supporting document _____ ☐ Not eligible _____

Verified by _____ (Name) _____ (Title) _____ (Date)

☐ Recommend the request result
☐ Not recommend the request result

Justification _____

Programme Director _____ Date _____

申請「補考」須知

1. 按照本院學則，本院不會安排補考或重考，但本院會按照個別情況作出特別的考慮。如學員有充份理由以致考試缺席(如:健康理由)，必須於考試後七個工作天內遞交申請表格及有關證明文件予本院考慮。批核與否，本院有最終決策權。
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. 申請補考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。
4. 如申請補考超過一個科目，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
8. 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 Re-examination

1. Under normal circumstances, the School will not entertain requests from individual students for alteration of examination date or re-taking of examination. A student who is absent from the scheduled examination due to extenuating circumstances beyond the student's control, such as illness or injury, may apply for re-examination with supporting documents within 7 working days after the examination concerned.   The application is subject to the approval of the School.
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.
4. Fill in separate forms if you want to apply for Re-examination 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.