

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

(Programme Team is required to provide student's study plan and payment details for approval.)

This applicant was admitted to this programme in _____ (MM/YY) and the maximum period of study for this programme is _____ year(s).

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

Recommend the deferment of study

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.