轉修課程／保留學費申請表格（只適用於短期課程）
Application Form for Course Transfer/Retention of Tuition Fee (for General Courses Only)

請於填寫本表格前參閱以下須知。Please read the following notes before completing this form.

1. 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。
   Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.
2. 學員需經本院同意，並於該已報讀課程開課日期前一星期提出轉修課程／保留學費申請。
   The application should be made subject to the approval of the School at least one week before the original course commencement date.
3. 如已繳學費高於欲轉修課程之學費，本院將不會退還餘下款額。
   If the paid tuition fee exceeds the new tuition fee, the excess amount will be automatically forfeited.
4. 如已繳學費不足以支付欲轉修課程之學費，差額可以支票、易辦事或信用卡繳付。
   If the paid tuition fee is not sufficient to settle the new tuition fee, the difference can be settled by cheque, EPS or credit card.
5. 本院會將已繳交之學費保留一年（由申請日起計），逾期作廢。
   The paid tuition fee would be retained for one year from the date of application and will be automatically forfeited afterwards.
6. 申請轉修課程／保留學費之費用為每科港幣一百元正。
   A fee of HK$100 per course will be charged for the application for course transfer/retention of tuition fee.
7. 如擬就多於一項課程申請轉修／保留學費，請分別填寫申請表格。
   Please fill in separate forms if you want to apply for course transfer/retention of tuition fee for more than one course.
8. 繳費辦法 Payment Methods：
   (i) 支票／銀行本票 Cheque/Bank Draft
       如用支票/銀行本票，請以「香港中文大學」名義抬頭，並加橫線，連同本表格一併遞交。
       Crossed cheque/bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with this form.
   (ii) 快速支付系統「轉數快」Faster Payment System (FPS)
       申請人可使用「轉數快」轉賬 *（詳情請參閱個別銀行的指引）。請於「受款人提示訊息」/「備註」欄位填上聯絡電話及課程編號。完成轉賬後將「確認」／「完成轉賬」紀錄（必須附有入賬戶口、轉賬金額、轉賬日期、參考編號及受款人提示訊息/備註）連同本表格一併以電郵方式傳送至報名中心 (scs-enrol@cuhk.edu.hk）作核實。*轉數快識別碼：160565636 或 轉數快電郵地址：payment@scs.cuhk.edu.hk
       Payment can be made via FPS* (for details, please refer to the guidelines of individual banks). Applicants should enter their contact phone number and course code(s) in the "Message to payee"/"Notes"/"Remarks" field. After completion of payment, a record of the "Confirmation"/"Payment Completion" page (showing the information of payee, payment amount, payment date, reference number and message to payee/notes/remarks) should be sent together with this form to Enrolment Centres via email at scs-enrol@cuhk.edu.hk for verification. *FPS ID: 160565636 or Email address for FPS: payment@scs.cuhk.edu.hk
   (iii) 易辦事／支付寶香港／微信支付／八達通 EPS/AlipayHK/WeChat Pay/ Octopus
       本院報名中心設有易辦事、支付寶香港、微信支付及八達通繳費服務。
       EPS/AlipayHK/WeChat Pay/Octopus payment can be made at Enrolment Centres.
   (iv) Visa／萬事達卡付款 Payment by Visa/Master Card
       請於本表格內填寫持卡人姓名、信用卡號碼、發卡銀行、有效日期、授權金額及簽署，並親臨或郵寄至本院辦理。
       This form should include the card holder's name, card number, card issuing bank, expiry date, authorised amount and card holder's signature.

請於適當的方格內填上☑號　　　　　　　　　　　☐ 申請轉修課程 Application for Course Transfer
Please tick ☑ the appropriate box　　　　　　　　☐ 申請保留學費 Application for Retention of Tuition Fee

原定課程編號 Original Course Code		新課程編號 New Course Code	
原定課程名稱 Original Course Title		新課程名稱 New Course Title	
原定課程開課日期 Original Course Commencement Date		新課程開課日期 New Course Commencement Date	
已繳學費 Paid Tuition Fee		新課程學費 New Tuition Fee	
理由 Reason			

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 **Payment Methods**

☐ 支票/銀行本票號碼 Cheque/Bank Draft No.: _____

☐ 快速支付系統「轉數快」Faster Payment System (FPS)

☐ 易辦事/支付寶香港/微信支付/八達通 EPS/AlipayHK/WeChat Pay/Octopus (須親臨報名中心辦理付款 Payment should be made in person at Enrolment Centres)

☐ 信用卡 Credit Card: ☐Visa/☐Master

選用信用卡之申請人請填寫以下部分 **Applicants making payment by credit card please complete the part below**

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

發卡銀行
Card Issuing Bank _____

持卡人姓名 Card Holder's Name _____

有效日期(月/年) Expiry Date (mm/yy) _____ ／ _____
(有效期須為半年或以上 Valid for at least six months)

本人授權中大專業進修學院於上述信用卡支取費用港幣
I hereby authorise CUSCS to charge the credit card above for a fee of HK$ _____

(必須填寫 must fill in)

持卡人簽署 Card Holder's Signature _____ 日期 Date _____

申請人簽署 Applicant's Signature _____ 日期 Date _____

* 請刪去不適用者。Please delete if inappropriate.

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For Official Use Only

Form received on _____ Receipt no. _____

Fee retained till _____ Handled by _____

Approved/Not approved*

_____ _____

Head of Academic Programmes (Signature) Date