

## 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/Progra	mme Code					
課程名稱 Course/Progra	mme Title					
科目 Module^  个只適用於學歷課程 Applicable fo	ABP only					
理由 Reason(s)						
						<del></del>
學號/註冊編號 Student ID/Registration No	)		能提供學號/註冊編號 ase provide your HKID			Registration No. is not available.)
申請人英文姓名 Name of Applicant (in Eng						(Mr./Miss/Ms./Mrs.)*
	nese)					_ (先生/小姐/女士/太太)*
通訊地址 Correspondence Address						
聯絡電話 Contact No.	如選擇以郵寄方式收取 電郵地址 E-mail Ad		ease provide your ad			
繳費辦法 Method of Payn						
	<u>.:</u>					
□ 易辦事 EPS 編章	• •		•			
□ 勿辨争 EPS 編編 □ 信用卡 Credit Card						
□Visa □Master	信用卡號碼					有效日期
WISTA Manercard	Card No.					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 Card Holder's Name			發卡銀行 Card Issuing Bank			,
	完於上述信用卡支取申請費		-			
I hereby authorise CUSC	S to charge the credit ca	rd above for an ap	plication fee of HI	<b>(\$</b>	(必須垣	填寫 must fill in)
持卡人簽署				日期 Date	(,,,,,,	,
Card Holder's Signature						
加成结票核体有所改制,才	でに引起同該科日ウチ續弗=	名由善人。追李 <u>安</u> 排	素時約冊至六見期	光口	下低担併的	万戶口 (註:戶口名稱必須為學
生本人):						
	be refunded to the applicar ne bank account as below (					take about four to six weeks
戶口名稱 Account Name						
銀行名稱 Name of Bank						
戶口號碼 Account No.						
	(分行號碼 Branch	)		(戶口號碼 A	ccount No	o.)
申請人簽署 Applicant's Si	gnature			_ 日期 Date		
* 請刪去不適用者。Please delete i	f inappropriate.					

#### For Official Use Only

(Remarks:

□ Approve the recommendation□ Not approve the recommendation

Head of Registry Services

# 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.