

RE019a/GC&amp;ABP/Reexam (AUG24)

## 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／銀行本票  
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。
  - (ii) 快速支付系統「轉數快」  
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「收款人提示訊息」/「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、參考編號及收款人提示訊息/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
  - (iii) 易辦事／支付寶香港／微信支付／八達通  
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。
  - (iv) Visa／萬事達卡付款  
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。
7. 如有查詢，請與本院教務組聯絡：  
電話：2209-0235 / 2209-0478 / 2209-0275 / 2209-0260  
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) Cheque/Bank Draft  
Crossed cheque/bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with this form.
  - (ii) Faster Payment System (FPS)  
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) EPS/AlipayHK/WeChat Pay/ Octopus  
EPS/AlipayHK/WeChat Pay/Octopus payment can be made at Enrolment Centres.
  - (iv) Payment by Visa/Master Card  
This form should include the card holder's name, card number, card issuing bank, 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 / 2209-0260  
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.