

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: Unsuccessful (grade/status unchanged)

Successful (grade/status changed) _____

(Please state the original and new grade/status)

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

Recommend the appeal result

Not recommend the appeal result

Justification _____

Programme Director

Date

To be completed by Registry

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

(Remarks: _____)

Approve the recommendation

Not approve the recommendation

Head of Registry Services

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／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
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 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) 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
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.