科目修讀豁免申請表格（只適用於學歷課程）
Application Form for Course Exemption (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.

課程編號 Programme Code	
課程名稱 Programme Title	
申請豁免修讀之科目名稱 (本院之科目) Title of Course/Module Applied for Course Exemption (i.e. CUSCS courses)	
合資格申請修讀豁免之科目名稱* (其他院校之科目) Title of Course/Module Eligible for Course Exemption* (i.e. Courses offered by other educational institutions) *最多兩科 Not more than two courses/modules	

附件: 請連同學業成績單，科目綱要及其他有關文件副本遞交申請。
Attachment(s): Please also attach copy of original academic transcript, course syllabus and any other supporting documents for application.

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 _____

如此科目未能成功獲得豁免，本院會退回扣減行政費(港幣二百元正)後之申請費予申請人。退款安排需時約四至六星期, 並只能轉帳至以下所提供的戶口 (註:戶口名稱必須為學生本人):
The application fee with the deduction of an administrative fee (HK$200) shall be refunded to the applicant for any unsuccessful application. The refund process will take about four to six weeks and will only be made to the bank account as below (Note :The account name should be the name of student):

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 Account No.)

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

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

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 the checklist for PCE course exemption, copy of original academic transcript, course syllabus and any other supporting documents for approval.)

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

☐ Recommend the course exemption
☐ Not recommend the course exemption

Justification _____

_____   _____
Programme Director   Date

To be completed by Registry

☐ Verified by _____ (Name) _____ (Title) _____ (Date)
   (Remarks: _____)

☐ Approve the recommendation
☐ Not approve the recommendation
   (Remarks: _____)

_____   _____
Head of Registry Services   Date

<u>申請「科目修讀豁免」須知</u>

1. 「科目修讀豁免」之申請必須於該課程開課前申請。
2. 本院待收到填妥之申請表格、有關文件及費用後，方可處理台端之申請。
3. 申請人可以最多兩科其他院校修讀科目申請豁免一科本院科目。
4. 如申請科目修讀豁免超過一個科目，請分別填寫申請表格。
5. 申請費為每科港幣五百元正。其中包括行政費港幣二百元正。如該科目未能成功獲得豁免，本院會退回扣減行政費後之申請費予學員。
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) <u>支票／銀行本票</u>
       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) <u>快速支付系統「轉數快」</u>
       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
   (iii) <u>易辦事／支付寶香港／微信支付／八達通</u>
       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) <u>Visa／萬事達卡付款</u>
       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。
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 Course Exemption

1. Application for Course Exemption should be applied before the commencement of the programme concerned.
2. Applications will be processed upon receipt of the completed application form, supporting documents and payment.
3. Applicants can use not more than two modules/courses taken at other educational institutions to apply for exemption of one CUSCS module/course.
4. Fill in separate forms if you want to apply for Course Exemption of more than one module/course.
5. The application fee should be HK$500 per module. An administrative fee of HK$200 is included. The application fee with the deduction of an administrative fee shall be refunded to the applicant for any unsuccessful application.
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) <u>Cheque/Bank Draft</u>
       Crossed cheque/bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with this form.
   (ii) <u>Faster Payment System (FPS)</u>
       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) <u>EPS/AlipayHK/WeChat Pay/ Octopus</u>
       EPS/AlipayHK/WeChat Pay/Octopus payment can be made at Enrolment Centres.
   (iv) <u>Payment by Visa/Master Card</u>
       This form should include the card holder's name, card number, card issuing bank, 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.