

香港專業教育學院（黃克競）
Hong Kong Institute of Vocational Education (Haking Wong)
休學申請表
Application for Deferment of Study

Applicable to
OAS Students /
NAS Certificate &
Diploma Students
適用於舊學制/
新學制證書/文憑課程
學生

填寫本表格前，請先參閱背頁的「申請須知」。Please read the 'Application Guide' overleaf before completing this Form.

第一部份：個人資料 Part I: Personal Particulars

英文姓名 Name in English	_____	中文姓名 Name in Chinese	_____
學生編號/身份證號碼 Student No./HKID No.	_____	課程編號 Programme Code	_____
課程名稱 Programme Title	_____		
電郵地址 E-mail Address	_____	聯絡電話 Contact No.	_____

第二部份：休學詳情 Part II: Details of Deferment

於 20____ / 20____ 學年第____ 學期生效 With effect from Semester _____ of AY20____ / 20____

於 20____ / 20____ 學年第____ 學期復課 Resume study from Semester _____ of AY20____ / 20____

原因 Reason: _____

本人已閱表格背頁的「申請須知」並同意遵守該等規則。

I have read the 'Application Guide' overleaf and agree to conform to the related regulations.

學生簽署

Signature of Student: _____ 日期 Date: _____

第三部份：所屬部門專用 Part III: For Departmental Use *請於適當空格內填上 ✓ 號。Please put a ✓ in the appropriate box(es) below.

休學申請請予照准 Application is **recommended**.

休學申請不必照准 Application is **not recommended**.

原因 Reason: _____

於 20____ / 20____ 學年第____ 學期開始休學 Suspension of Studies will take effect from Semester _____ of AY20____ / 20____

於 20____ / 20____ 學年第____ 學期復課 Resumption of Studies will take effect from Semester _____ of AY20____ / 20____

系主任簽署

Signature of Head of Department: _____ 日期 Date: _____

第四部份：院長批核 Part IV: Principal's Approval *請於適當空格內填上 ✓ 號。Please put a ✓ in the appropriate box(es) below.

休學申請照准 Application is **approved**.

休學申請不獲批准 Application is **not approved**.

院長簽署

Signature of Principal: _____ 日期 Date: _____

第五部份：秘書處專用 Part V: For Campus Secretariat Use

已查核學生身份證及學生記錄 Student's HKID Card and record have been checked.

職員簽署 Signature of Staff: _____ 日期 Date: _____

學生須於復課之學年／學期繳付全數學費 Student should pay the full tuition fee when he/she resumes his/her study.

學生須於復課之學年／學期繳付學費差額 Student should pay the difference of tuition fee between different academic years.

Tuition Fee forfeited / retained: _____ Service Fee: _____

已致函通知學生及所屬部門 A letter has been issued to student and Department concerned.

已更新學生註冊紀錄 SRS updated in MSRP1103M / MSRP2103M.

職員簽署 Signature of Staff: _____ 日期 Date: _____

申請須知 Application Guide

1. 申請人必須為本校註冊學生及已經繳付有關課程之學費。學院不會接受未繳交學費及未曾註冊為本校學生的申請人申請。
Only registered student who has paid the tuition fees is eligible for the application. Request for deferment from a non-registered student will not be considered.
2. 請填寫申請表的第一及第二部份並連同有關文件（例如：醫生證明信或僱主證明書等）交回所屬學系系主任以作批核。
Complete Parts I & II of the application form and submit with the supporting documents (such as medical certificate or employer's letter) to Head of Department concerned for consideration.
3. 申請人須在年終試開始前一個月申請，逾期者不獲考慮。
Request on deferment will normally not be accepted one month before the commencement of final examination period.

4. 收費 Fee

i)	學期開始前，或學年開始前接獲申請。(註) Applications received <u>before</u> the commencement of a semester or an academic year. (Note)	所有兼讀制課程 – 每年 500 元，或每學期 250 元 \$500/year or \$250/semester for all part-time courses
ii)	學期開始後，或學年開始後接獲申請。 Applications received <u>after</u> the commencement of a semester or an academic year.	需要繳交學費的學生／課程 – 已繳學費不予退還 不需要繳交學費的學生／課程 – 500 元 Tuition fee paid is forfeited or \$500 for courses/students without tuition fee charges

(註) 費用由學費中扣除，餘款會予保留，在學生復課後用作抵銷應繳學費。學生須提出申請，並附理由支持。休學期間，學生仍可享受所有校園設施。

(Note) The deferment charge is deducted from the tuition fee paid, the balance of which will be retained to offset tuition fee payable upon resumption of study. Student has to provide justifications and approval is not automatic. The student is still eligible to enjoy all campus facilities during deferment period.

5. 學生須在復課的學期／學年，繳付有關學費的全費或差額。除院長特別批准，有關學費的餘額將不予退還。
Student will have to pay the full/shortfall of the tuition fees when he/she resumes his/her study. However, he/she will not be refunded of any overpayment unless approval from the Campus Principal has been obtained.
6. 學生如未能在指定學期／學年復課，已繳學費將不予退還。
No tuition fee will be refunded if the student fails to resume study in the designated semester/academic year.
7. 學生將於獲批准復課的學期／學年的開課日期前收到學院通知有關上課時間、選修科目資料及所需繳付之學費單。
Student will normally be notified of the module(s) information, term starting date and the payment period before the semester/academic year he or she will resume study.
8. 根據學院政策，學期制及單元儲修制課程之學生必須在課程註冊期限內完成所有科目（包括所有延讀的科目）。
Under Semester and Modular System, student has to complete all modules (including the deferred module(s)) within the Maximum Registration Period from his/her first enrolment on the course.
9. 申請人須以恒生銀行／匯豐銀行／或貼有「繳費易」的「銀通」自動櫃員機／繳費靈繳費。
Applicant has to settle the application fee using ATM of Hang Seng Bank or HSBC / JETCO / PPS.
10. 如有查詢，請與學院秘書處聯絡：
For enquiries, please contact the Campus Secretariat at:
電話 Tel. No.: 2708 6470
傳真 Fax No.: 2729 1585
電郵 Email: hwcourse@vtc.edu.hk