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香港專業教育學院 (黃克競)

Hong Kong Institute of Vocational Education (Haking Wong)

申請退學

Application for Withdrawal of Study

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

姓名 (*先生/小姐/女士) 英文 _____ 中文 _____
Name (*Mr./Miss/Ms.): English _____ Chinese _____
學生編號/身份證號碼 _____ 電郵地址 _____
Student No./HKID No. : _____ E-mail Address: _____
學系 _____ 課程編號/年級/班別 _____
Department: _____ Course Code/Year/Class: _____
聯絡電話 住宅 _____ 手提電話 _____ 辦公室 _____
Tel. No. : Home _____ Mobile Phone _____ Office _____

第二部份：請於適當的方格內加上“✓”號。Part II: Put a “✓”in the appropriate box.

退學理由 Reasons of Withdrawal

- | | |
|--|--|
| <input type="checkbox"/> 就業 Took up employment | <input type="checkbox"/> 入讀職訓局全日制課程 Join a VTC FT Program |
| <input type="checkbox"/> 失去學習興趣 Lost interest in the course | <input type="checkbox"/> 入讀職訓局兼讀制課程 Join a VTC PT Program |
| <input type="checkbox"/> 缺乏學習時間 Insufficient time for study | <input type="checkbox"/> 入讀非職訓局全日制課程 Join a Non VTC FT Program |
| <input type="checkbox"/> 課程內容艱深 Found the course too difficult | <input type="checkbox"/> 入讀非職訓局兼讀制課程 Join a Non VTC PT Program |
| <input type="checkbox"/> 缺乏資方贊助 Lost employer sponsorship | <input type="checkbox"/> 申請階段結業 Apply for Exit Award |
| <input type="checkbox"/> 疾病 / 受傷 / 死亡 * Suffered Sickness / Injury / Death * | <input type="checkbox"/> 未經批准退學 Unofficial Withdrawal |
| <input type="checkbox"/> 其他 Others (請註明 Please specify) : _____ | |

學生簽署 Signature of Student: _____ 日期 Date: _____

第三部份：秘書處專用 Part III: 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.
- 學生已交還學生證/聲明書 *。 Student's Card / Authorization Letter * have been returned.
- 已轉交有關學系處理。 Department was informed on _____.

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

第四部份：有關學系專用 Part IV: For Department Use

退學學年及學期 De-registered Academic Year and Semester : _____

須於課程考試委員會審核成績 Present Result in BOE *: Yes / No (If "NO", the student name will not be shown in CMS.)

生效日期：Effective Date of Student De-registration : _____

最後出席日期 Last Attendance Date : _____

老師簽署(姓名) _____ (_____) 日期 Date : _____
Signature (Name) of Lecturer:

系主任批准 _____ 日期 Date : _____
Approved by Head of Department :

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

- 已更新學生註冊紀錄。 Student registration record has been updated in SRS.

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

- 學費調整(如適用) Revised tuition fees (if applicable): _____

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

* 請刪去不適用者 * Please delete as appropriate

申請須知

1. 申請人須填寫申請表第一及第二部份，並提供學生證或身份證以作核實。
2. 若新學年已開始，學生退學時須繳交未付的學費及其他費用。
3. 如學生未滿 18 歲，退學通知書須經父母／監護人簽署同意。學系會發函確認收到學生的正式退學通知書，確認函件副本會同時寄交學生的家長／監護人。
4. 申請退學的收費如下：

(i)	學期開始前接獲申請	:	全日制學生 - 每學期學費的 50% 所有兼讀制學生 - 500 元
(ii)	學期開始後接獲申請	:	已繳的該學期學費不予退還

備註：已繳學費，在扣除退學費用後，餘款可予退還。

(注意：學生如打算退學，必須盡快以書面通知班主任 / 課程主任或學院秘書處。學生如在學期中退學及被取消學籍，仍須繳付整個學期學費。)

Application Guide

1. Applicant should complete Part I and II of the application form and provide Student ID Card or HKID Card for verification.
2. Students are liable to pay the outstanding tuition fees and charges despite their withdrawal from studies at any time after commencement of an academic year.
3. For the case of withdrawal from study for students aged below 18, the notification letter must be endorsed by the parent / guardian concerned. Acknowledgement of withdrawal will be sent to the students, with a copy to their parents / guardians for those students aged below 18.
4. Details of charges of withdrawal of study are as follow:

(i)	For applications received before the commencement of a semester	:	50% of the tuition fee paid for the semester for full-time students \$500 for all part-time students
(ii)	For applications received after the commencement of a semester	:	Tuition fee paid for the semester will be forfeited

Note : The tuition fee paid will be refunded after deduction of the withdrawal fee.

(Remark: Students who decide to discontinue study should inform their class / course tutors or Campus Secretariat in writing as soon as possible. For students who withdraw and are de-registered from their study during a semester, they are liable to pay the tuition fees for the whole semester.)