



休學申請程序及須知

Procedures and Important Notes for Application for Deferment of Studies

1. 休學申請宜於每學期開課前提出。
Application for deferment of studies should preferably be made before the commencement of each semester of an academic year.
2. 學生於遞交本表格前，如有需要，可先約見學業導師或/及課程主任。
You may consider making an interview appointment with the relevant Personal Tutor or/and Programme Leader before submission.
3. 休學申請之最少期限為一學期，最多一般為一學年。
The minimum period of deferment is one semester and the maximum period is normally one academic year.
4. 根據課程校曆表，於開課或學期中前(以已完成的課程週數作計算)申請休學之同學，該學期已繳交之學費可留作復學之用。復學後如有需要，同學需繳付學費不足之差額。於學期中後申請休學之同學，該學期已繳交之學費將不獲退還。
For application of deferment of studies made **before the start of a semester or before the completion of the first half of a semester** according to the academic calendar of the programme (completed week will be used for calculation), any tuition fees paid for the deferred semester(s) will be **carried forward** and upon resumption of studies, students will be required to pay the balance of tuition fees, if required. For application of deferment of studies made **after the first half of the semester**, tuition fees paid for the deferred semester(s) will not be refunded.
5. 請填妥本表格之甲至丙部分，並交回教務處。
Please complete Sections A - C of this form* and return to the **Registry**.
6. 除非有充足理由及/或有關之證明文件，否則申請將不會獲得批准。
The College will reject applications without valid reason(s) and /or relevant supporting documents.
7. 學院會按序審批申請，並盡快發信通知學生申請結果。
The College will process application accordingly and notification of result will be sent to you as soon as possible.
8. 若申請獲得批准，學生必須於教務處所指定之日期或以前清理物櫃、繳交每學期港幣 300 元之行政費，以及交還已借閱的圖書、平板電腦及教科書(如適用)。如學生未能於指定日期交行政費，以及上列學習工具(如適用)，將作取消休學申請論。
If the application is approved, you are required to clear the student locker, pay a non-refundable administration fee of HK\$300 for each semester, return library books/reading materials, iPad and textbooks (if applicable) on or before the date as specified by the Registry. Otherwise, the concerned student will be regarded as having withdrawn the application of deferment.
9. 若學生未能在獲准之休學期滿後復課，必須預先通知學院。否則，當自動退學論，並在休學期滿後翌日生效。
Students who fail to resume studies at the end of the approved period of deferment should notify the College in advance. Otherwise they will be regarded as having withdrawn from the programme, effective on the day following the deferment period.



休學申請表格
APPLICATION FOR DEFERMENT OF STUDIES

在填寫本表格前，請先參閱附頁的程序及須知。

Please read the procedures and important notes attached before completing this form.

甲部 個人資料 (由學生以正楷填寫)

Section A Personal Particulars (to be completed by student in BLOCK LETTERS)

學生姓名 Name of Student: _____ 學生編號 Student No.: _____

課程名稱(編號)
Programme Title (Course Code) (_____) _____ 年級 Year: _____

手提電話 Mobile Phone: _____ 電郵 Email: _____

乙部 申請詳情 (由學生填寫)

Section B Application Details (to be completed by student)

1. 本人現申請由 _____ - _____ 年度 *上學期/下學期開始休學，並擬於 _____ - _____ 年度*上學期/下學期復課。
I am applying for deferment of studies from Semester 1 / Semester 2 of the _____ - _____ academic year and I intend to resume studies in Semester 1 / Semester 2 of the _____ - _____ academic year.

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

2. 請於以下選取一項主要理由。 Please select the most appropriate reason.

- 健康理由 Medical reason 暫時離開香港 Leave HK for a period of time 個人理由 Personal reason
 家庭問題 Family problems 重考公開試 Re-sit of public examinations 經濟困難 Financial hardship
 其他(請註明) Others (please specify): _____

3. 本人附上 _____ 頁信函及證明文件，詳列申請原因，以支持本人的申請。
I attach _____ page(s) of letters and documentary evidence in support of my application.

丙部 聲明 (由學生填寫)

Section C Declaration (to be completed by student)

1. 本人明白，若學院繼續開辦上述課程而課程內容及入學條件維持不變，本人將於休學期滿後復修未完成之課程；本人於休學前所得學分，將獲確認。
I understand that, if the programme is offered and the syllabus and entrance requirements remain unchanged, I will resume studies after the deferment period; and the credits I gained prior to the deferment shall be valid.
2. 本人明白於復課後，本人或須因課程結構改變而補修缺讀之課程。
I understand that special attendance of assessments arrangements may be required if there are changes to the structure of the programme during the period of deferment of studies.
3. 本人就此聲明本人會於教務處指定之日期或以前：
a) 清理儲物櫃
b) 繳交每學期港幣 300 元之行政費
c) 以及交還已借閱的圖書、平板電腦及教科書 (適用者)
I declare that I will, on or before the date as specified by the Registry:
a) clear the student locker
b) pay a non-refundable administration fee of HK\$300 for one semester
c) return library books/reading materials, iPad and textbooks (if applicable)
4. 本人明白若未能在獲准之休學期滿後復課，必須預先通知學院。否則，當自動退學論，並在休學期滿後翌日生效。

I understand that if I fail to resume studies at the end of the approved period of deferment I should notify the College in advance. Otherwise I will be regarded as having withdrawn for the programme, effective on the day following the deferment period.

學生簽署 Signature of Student

日期 Date



Section D For Office Use

Application form and copies of relevant documents are received on _____

To: Registry

From: Programme Leader

1. Application *Supported / Not Supported. The student *has / has not completed *Semester 1 / Semester 2 of the current academic year and *has / has not sat for the examination (if applicable).
2. Deferment period from _____ to _____.
3. Remarks: _____

Programme Leader

Signature

Date

*Please delete as appropriate

----- (For Registry Use only) -----

1. Notification of result is sent to student and copied to Programme Leader on _____.
2. Payment for administration fee received by _____ on _____.
3. Remarks: _____