



香港中文大學專業進修學院

SCHOOL OF CONTINUING & PROFESSIONAL STUDIES

THE CHINESE UNIVERSITY OF HONG KONG

辦理退學申請表格 (只適用於高級文憑課程)
Application Form for Withdrawal (HD only)

注意事項：請把填妥表格、連同申請人之學生証及圖書証一併交回本院以便辦理退學手續。本院待收齊填妥之申請表格、學生証及圖書証後，方可處理台端之申請。填表前請參閱注意事項

Notes: Please return the form together with the applicant's student card and library card to School for processing the application of withdrawal. Applications will be processed upon receipt of the completed application form, the applicant's student card and library card. Please read the Notes overleaf before filling out this form.

Table with 2 columns: Label (課程編號, 課程名稱, 辦理退學申請之原因) and Input field.

學號 / 註冊編號 Student ID/Registration No. 身份證號碼# HKID No. #

申請人英文姓名 Name of Applicant (in English) (Mr./Mrs./Miss/Ms.)\*

中文姓名 (in Chinese) (先生/女士/小姐)\*

通訊地址 Correspondence Address (香港/九龍/新界)\* (H.K. / KLN / N.T.)\*

聯絡電話 Contact No. 手提電話 Mobile 住宅 Home 辦事處 Office

傳真號碼 Fax No. 電郵地址 E-mail address

如學生於在學期間曾繳付港幣\$450的行政費，本院將於學生成功辦妥退學手續後退還是項費用。但只辦理非正式退學手續(如：口頭通知等)的學生將不獲退還款項。退款安排需時約三至四星期，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)：
If student has paid for HK\$450 as caution money during his / her study, the payment will be refunded to the student when the application for withdrawal is approved by School. Refund will not be processed to cases of unofficial withdrawal (e.g. verbally informed etc.). The refund process will take about three to four 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.)

# 香港身份證號碼用作核對申請人之身份。 # The HKID No. is for verification of the applicant's identity.

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

申請人簽署 Applicant's Signature: 日期 Date:

本院專用 For Official Use Only - 簽署及批核 Endorsement and Approval

申請人已連同表格一併交回 Applicant submitted application form together with: [ ] 學生証 Student Card [ ] 圖書証 Library Card

收表日期 Form received on: 經辦人 Handled By:

表格抄送 Form copied to: [ ] Programme team concerned [ ] Centre Manager (BAT) [ ] Student Counsellors [ ] Centre Manager (OC)

Application approved by: (Head of Academic and Student Affairs) Date:

### **申請「辦理退學」注意事項：**

1. 請把填妥表格、連同申請人之學生証及圖書証一併交回本院之總辦事處或報名中心辦理退學手續。
2. 本院待收到填妥之申請表格、學生証及圖書証後，方可處理台端之申請。所有申請大致可於三個工作天內辦妥。至於行政費的退款安排需時約三至四星期。
3. 如有查詢，請與本院教務組聯絡：  
電話 2209-0235  
傳真 2603-6565  
電郵 [scs@cuhk.edu.hk](mailto:scs@cuhk.edu.hk)
4. 收集個人資料聲明：  
申請人在本表上所提供之個人資料，本院只作辦理退學之用。

### **Notes on Application for Withdrawal**

1. Fill in all the required information on the application form. Please return the form together with the applicant's student card and library card to the School's Head Office or Enrolment Centres for processing.
2. Applications will be processed upon receipt of the completed application form, the applicant's student card and library card. The application process will normally take 3 working days. The refund process of caution money will take about three to four weeks.
3. For enquiries, you can contact us by:  
Tel. No.: 2209-0235  
Fax No.: 2603-6565  
E-mail address: [scs@cuhk.edu.hk](mailto:scs@cuhk.edu.hk)
4. Personal Information Collection Statement:  
The personal data provided on this form will be used by the School of Continuing and Professional Studies, The Chinese University of Hong Kong for the purpose of processing this application only.