

填寫本表格前，請先參閱「重要事項」。
Please read the 'Important Notes' before
completing this Form.

APPLICATION FOR LATE REGISTRATION
逾期註冊科目申請表

(applicable to distance learning course 遙距學習科目適用)

PART I – STUDENT PERSONAL PARTICULARS

部分一、個人資料

Name (*Mr/Ms)

姓名 (*先生 / 女士) : _____

(English 英文)

(Chinese 中文)

Student No.

學生編號 : _____

Tel.

電話 : _____

(Home 住宅)

(Office 辦公室)

(Mobile phone 流動電話)

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

PART II – COURSE AND CLASS SECTION CHOICES

部分二、科目及組別選擇

COURSE(S) & CLASS SECTION(S) FOR WHICH LATE REGISTRATION IS APPLIED 申請逾期註冊的科目及組別

Please note that if you do not indicate your class section below, or if the class section you chosen is full by the time your application is processed, the University will assign an available class section for you without further notice.

假如你沒有選擇組別，或你所選擇的組別於大學處理你的申請時已額滿，大學將會為你編配尚有學額的組別，惟不另行通知。

Course Code 科目編號

Subject Code 學科類別

Number 編號

Class Section 組別

E.g. **ACT**

B415

T01

1.

2.

3.

4.

FOR OFFICE USE

Class Section assigned

1.

2.

3.

4.

Number of course to register:

註冊科目數目 :

PART III – APPLY FOR PROGRAMME WITH SPECIFIC ENTRY REQUIREMENTS

部份三、申請報讀有指定入學條件的課程

If you wish to apply for a programme with specific entry requirements, please write down the programme code below and submit the "Admissions Supplementary Form for Programmes with Specific Entry Requirements" # together with the photocopies of the relevant supporting documents:

如欲同時申請報讀有指定入學條件的課程，請在欄內填寫課程編號，並遞交「設有指定入學條件課程的入學申請附件」# 和有關文件的副本：

The "Admissions Supplementary Form for Programmes with Specific Entry Requirements" can be obtained from the University website. (www.hkmu.edu.hk/REG/reg_adm/app_B_r.pdf)

請從大學網頁 (www.hkmu.edu.hk/REG/reg_adm/app_B_r.pdf) 下載「設有指定入學條件課程的入學申請附件」。

PART IV – JUSTIFICATION FOR LATE REGISTRATION (MANDATORY FIELD)

部份四、逾期註冊科目的理由（此欄必須填寫）

PART V – DECLARATION

部份五、聲明

I declare that all information given in this application form and in the attached documents is, to the best of my knowledge, accurate and complete. I have read the "Important Notes" of this form and the relevant section in the current Student Handbook. I agree to conform to the related regulations.

本人謹此聲明，本申請表及隨附文件所載一切資料依本人所知均屬真確，並無遺漏。本人已閱畢列載於表格的「重要事項」及今期學生手冊的有關部分，並同意遵守該等規例。

Signature of Student:

學生簽署 _____

Date:

日期 _____

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

IMPORTANT NOTES**重要事項**

1. The personal data provided on this form will be used for student and University administrative purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Data Protection Officer.

你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡保障資料主任。

2. Application will be considered on a case-by-case basis. Approval of application will depend on the justification for application and is subject to availability of course places and class sections.

申請會按個別情況考慮。申請獲批准與否，將視乎申請的理由及有關科目及組別的學額而定。

3. A separate crossed cheque/cashier order for tuition fee of each course made payable to 'Hong Kong Metropolitan University' should be submitted with the application. If you apply for the programme with specific entry requirements, please pay the application fee (HK\$300)*. The cheque/cashier order will be returned if application is not approved. Please note that if application is approved, tuition fee paid is not refundable. The application fee is non-refundable in any case.

學生須就每個申請逾期註冊科目分別開納劃線支票 / 銀行本票（抬頭應為「香港都會大學」）以繳交學費。如申請設有指定入學條件之課程，學生應同時繳交報名費（港幣 \$300）*。倘若申請被拒，有關支票 / 本票將獲發還。請注意，逾期註冊申請一經接納，所繳學費概不退還。在任何情況下大學不會退回報名費。

4. The completed form should be submitted together with separate crossed cheque(s)/cashier order(s) of application fee (if any) and tuition fee to Room A0511, Admissions & Enrolment Team (Distance Learning), Registry, Hong Kong Metropolitan University, Ho Man Tin, Kowloon. If you do not receive any feedback within 10 working days after submitting this form, please contact us on 2768 6601/2.

將填妥的表格，連同分別開納的報名費（如有）及科目學費的劃線支票 / 銀行本票，交回九龍何文田香港都會大學A0511室教務處入學及註冊組（遙距課程）。如遞交表格後10個工作天內仍未收到任何消息，請致電2768 6601/2與本組職員聯絡。

* Graduates of the University or LiPACE higher diploma will be given a waiver of the application fee.

本校畢業生或李嘉誠專業進修學院之高級文憑畢業生可獲豁免繳交報名費。