

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

逾期註冊科目申請表(授課式研究生課程)
APPLICATION FOR LATE REGISTRATION
(TAUGHT POSTGRADUATE PROGRAMMES)

STUDENT PERSONAL PARTICULARS 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

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

	Course Code 科目編號 Subject Code 學科類別	Number 編號	Class Section 組別	FOR TEAM USE Class Section assigned
E.g. 例如	ACT	B861F	T01	
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	1. <input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	2. <input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	3. <input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	4. <input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	5. <input type="text"/>

Number of course to register:
註冊科目數目 :

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

假如你沒有選擇組別，或你所選擇的組別已額滿，大學將會為你編配尚有學額的組別，不作另行通知。

If you do not wish to change the class section you opt for, please put a "✓" in the box.
如你不願意更改所選組別，請於方格內加上「✓」號。

JUSTIFICATION FOR LATE REGISTRATION (MANDATORY FIELD) 逾期註冊科目的理由 (此欄必須填寫)

(Please attach separate sheet(s) if necessary 如有需要可另紙填寫):

DECLARATION 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：_____

IMPORTANT NOTES**重要事項**

- 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。

- Application will be considered on a case-by-case basis. Approval of application will depend on the reason(s) 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。

- A late registration fee of **HK\$500** will be charged per term. 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. The cheque/cashier order for tuition fee will be returned if application is not approved. Please note that the late registration fee is not refundable in any case.

每學期逾期註冊費為**港幣\$500**，學生需另為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。倘申請被拒，有關支票／本票將獲發還。請注意，在任何情況下大學不會退回逾期註冊費。

- The completed form should be submitted together with separate crossed cheque(s)/cashier order(s) of late registration fee and tuition fee to Room A0511, Admissions & Enrolment Team (Distance Learning & Taught Postgraduate), 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 at 2768 6606/7.

將填妥的表格，連同分別開納的逾期註冊費及逾期註冊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(遙距課程及授課式研究生課程)。如於遞交表格後 10 個工作天內未收到任何消息，請致電 2768 6606/7 與本組職員聯絡。