



**Office Use Only:**

Accepted   
 Rejected   
 Waiting   
 Remarks: \_\_\_\_\_

**學科豁免申請表**

**APPLICATION FOR SUBJECT EXEMPTION**

**1. 個人資料 PERSONAL PARTICULARS**

英文姓名 Student Name

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中文姓名 Chinese Name

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身份證號碼 HKID No.:

								( )
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住宅電話 Telephone Number (Home)

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手提電話 Mobile Number

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地址 Address:

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課程編號 Programme Code	課程名稱 Course Title

**2. 申請豁免 APPLICATION FOR EXEMPTION**

科目豁免 YMCA Subject(s)		其他院校之有關科目豁免之學歷證明如下 Claiming exemption on the basis of the following qualification			
科目編號 Subject Code	科目名稱 Subject Title	獲得之考試/學歷名稱 Name of Examination /Award Obtained	已選修之科目名稱 Subject Taken	考試成績 Grade of subject obtained	完成年份 Year of completion of subject

**3. 一般豁免政策 GENERAL EXEMPTION POLICY**

- 部份兼制授資歷課程接受申請科目豁免。如欲申請科目豁免，請於證書/文憑開課日前十個工作日遞交申請。如遞交申請不足十個工作日或課程開課後遞交申請，恕不接受申請。Some of the part-time award-bearing programmes allow for exemptions to be granted to students who have completed comparable study elsewhere or public/external examinations. **If you wish to apply for exemption, you are advised to make such application 10 working days before the commencement of the Certificate/Diploma course.** Applications for exemption from individual course made after the course has commenced will not be accepted.
- 『科目豁免申請表』可到校務處索取。請填妥有申請表並連同所有學歷證明文件（e.g. 畢業證書及校內成績表及公開考試成績表）及費用一同交到校務處，並於開課日十個工作天前到本校校務處。審批過程則須七個工作日。“Application Form” is available from General Office. Please complete the form attached with all academic award, transcript, and public exam result receipt and exemption fee together and submit to the General Office 10 working days before the commencement of the programme. It takes about 7 working days for reviewing the documents.
- 申請科目豁免費每科為港幣\$200。豁免成功與否，該費用不得退回及轉讓。The exemption fee is HK\$200 per subject. It is non-refundable and non-transferable.
- 如資料不足，則會延誤審批時間或不接受申請。Insufficient document will extent the process time or will not be accepted.

學生簽署 Signature of Student: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

**只適用於本校 Office Use Only**

可獲科目豁免數目 No. of subjects approved to be exempted : \_\_\_\_\_ 科目學費 Subject Fee: \_\_\_\_\_

總數 Total amount received : \_\_\_\_\_ 支票編號 Cheque No.: \_\_\_\_\_

經手人 Handled by : \_\_\_\_\_ 日期 Date: \_\_\_\_\_

核准人 Approved by : \_\_\_\_\_ 日期 Date: \_\_\_\_\_