



**HKUSPACE**  
香港大學專業進修學院  
HKU School of Professional and Continuing Education

Please fax the form to Miss LIU (2520 5481) 請將表格傳真至廖小姐 (2520 5481)

**Programme of Certificate in Digital Brand Communication  
(Senior Secondary Applied Learning)  
數碼品牌傳播(高中應用學習)證書課程**

**Leave / Early Leave Application Form 學生請假／早退申請表**

| <b>Student Particulars 學生資料</b>                |  |   |                |
|--|--|---|----------------|
| Name in English<br>英文姓名                        |  |   |                |
| Name in Chinese<br>中文姓名                        |  | HKID Number 身份證號碼<br>First 4 character of HKID no.<br>身份證號碼首四個字   | — — — — XXX(X) |
| Course Title<br>課程名稱                           | Digital Brand Communication<br>數碼品牌傳播                            | Class<br>(HKU SPACE)<br>班別  |                |
| Contact Number<br>聯絡電話                         |  |   |                |
| <b>Application Details 申請資料</b>                |  |   |                |
| Please “✓” in the appropriate box 請在合適的空格內加“✓” |  |   |                |
| <input type="checkbox"/>                       | Sick Leave (Please attach doctor's certificate)<br>病假 (請附上醫生證明書) |   |                |
| <input type="checkbox"/>                       | Causal Leave<br>事假   | Reason (Please attach school activity notification or other supporting document)<br>原因 (請附上學校活動通告或其他證明文件) |                |
| <input type="checkbox"/>                       | Early Leave<br>早退  |   |                |
| Date<br>(DD/MM/YY)<br>日期<br>(日/月/年)            | From (由)   | To (至)  | ( Lesson 堂 )   |
| Parent/Guardian's Contact Number<br>家長／監護人聯絡電話 |  |   |                |
|  |  |   |                |
| Name of Parent/Guardian<br>家長／監護人姓名            |  | Signature of Parent/Guardian<br>家長／監護人簽署  | Date<br>日期     |
|  |  |   |                |
| Name of Course Tutor<br>導師姓名                   |  | Signature of Course Tutor<br>導師簽署   | Date<br>日期     |