



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

Please fax the form to Ms. Yu King Man (2548 7027) 請將表格傳真至余小姐 (2548 7027)

Certificate in Everyday Japanese and Japanese Culture (Senior Secondary Applied Learning)
生活日語及日本文化 (高中應用學習)證書

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

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