



Please fax the form to Miss Cheng (2571 8480) 請將表格傳真至鄭小姐 (2571 8480)

**Programme of Certificate in Digital Media and Radio Production (Senior Secondary Applied Learning)**  
**數碼媒體及電台製作(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 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	Digital Media and Radio Production 數碼媒體及電台製作		Class (HKU SPACE) 班別
Contact Number 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) 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