



轉科/轉組申請表(短期課程) Application for Course / Section Transfer (Short Courses)

注意事項 Notes:

- 填報資料只供本項申請用途，所遞交之表格及有關證明文件將不予以退還。
Information provided will be processed for this application only. The submitted application form and supporting documents are not returnable.
- 可同時由多個組別轉至多個組別，每次須繳付手續費港幣一百五十元正。因本院取消科目而須作出調動之學員可獲豁免手續費。手續費須以現金或易辦事繳付。
There is no limit on the number of sections to be transferred to/ from for each application. Handling Fee of HK\$150 will be charged for each application. Handling fee will be waived if any of the course(s) originally enrolled is cancelled by the School. Payment of handling fee should be made in cash or EPS.
- 若原報讀科目之學費總和多於轉報科目之學費總和，學費餘額恕不退還（因本院取消科目而作出之調動除外），但可用以扣除手續費。學費差額可以易辦事、支票或銀行本票(抬頭請填上「香港浸會大學」，並於背面寫上姓名及聯絡電話)支付。
Balance of tuition fee is non-refundable (except transfer because of course cancellation by the School). However, handling fee could be deducted from the balance of tuition fee. Deficit of tuition fee could be paid by EPS, crossed cheque or bank draft made payable to 'Hong Kong Baptist University' with name and contact number written on the back.
- 攜同申請表、註冊證、收據、手續費及學費差額，於學院網頁上所列之截止日期前親臨本院九龍塘校園中心持續教育大樓辦事處、市區教學中心、東九龍教學中心或灣仔教學中心辦理。逾期申請之收費及手續，請參閱學院網頁。
Bring along the application form, registration slip(s), receipt(s), handling fee and payment for deficit of tuition fee to the Kowloon Tong Campus Centre SCE Tower Office, Town Learning Centre, Kowloon East Learning Centre or Wan Chai Learning Centre in person before the deadline as indicated on our School Website. Please refer to our School Website for charge and procedure of late applications.
- 申請如獲接納，新註冊證及收據將以郵遞方式寄予申請人。如申請不被接納，本院將以電話聯絡申請人，申請人須依照原報讀組別之時間及地點上課，已繳交之手續費及學費差額將予發還。
Registration slip(s) and receipt(s) of section(s) newly enrolled will be mailed to applicant if application is accepted. If application is not accepted, applicant will be notified by phone and handling fee will be refunded. Student is required to attend the section(s) enrolled.
- 香港浸會大學會根據「私隱政策聲明及收集個人資料聲明」收集個人資料。有關詳情，請參閱 <https://bupdp.hkbu.edu.hk/policies-and-procedures/pps-pics/> (請選擇中文語言)。
Collection of personal data adheres to the Privacy Policy Statement and Personal Information Collection Statement (PPS & PICS) of the Hong Kong Baptist University. Please refer to <https://bupdp.hkbu.edu.hk/policies-and-procedures/pps-pics/> for access to the PPS & PICS.

姓名 Name: _____ 身份證號碼 HKID card No: _____ 聯絡電話 Contact Phone No: _____

年份 Year: _____ 學期 Term: 春季 Spring 夏季 Summer 秋季 Autumn

原報讀科目 Transfer from Course(s):

組別編號 Section Code	上課週次及時間 Day and Time	學費 Tuition Fee	註冊編號 Enrolment No.	(本院專用 For Office Use Only) 組別狀況 Section Status

轉報讀科目 Transfer to Course(s):

組別編號 Section Code	上課週次及時間 Day and Time	學費 Tuition Fee	(本院專用 For Office Use Only)	
			新註冊編號 Enrolment No.	已留位 Seat Reserved

學費餘額 / 差額 Balance / Deficit of tuition fee: _____ 手續費 Handling fee: _____

簽署 Signature: _____ 日期 Date: _____

本院專用 FOR OFFICE USE ONLY

Handling Fee Received by: _____ (/ /) Receipt No.: _____

Balance/Deficit of tuition fee: _____ refunded / received Transfer handled by: _____ (/ /)

Handling Fee waived (CNL/SC No. _____) by: _____ Remarks: _____

會計部專用 FOR ACCOUNTS USE ONLY - Application for Course / Section Transfer

Handling Fee: _____ Receipt No.: _____ Handled by: _____

Received by Accounts: _____