



## 請假申請表 Leave Application Form

### 學生資料 Student Information

學生編號 Student Number: \_\_\_\_\_

中文姓名 Chinese Name: \_\_\_\_\_

英文姓名 English Name: \_\_\_\_\_

### 請假時段 Duration of Leave

日期(Date)

時間(Time)

上課地點 Class Location: \_\_\_\_\_

觀塘 Kwun Tong/ 藍田 Lam Tin / 九龍灣 Kowloon Bay

### 補堂申請 Make-up Class Application

日期(Date)

時間(Time)

### 家長資料 Parent's Information

姓名(Name)

聯絡電話(Contact No)

電郵 E-mail: \_\_\_\_\_

請假原因 Reason for Leaving: (請在適當方格內加上「✓」 Please tick in the appropriate box)

病假 Sick Leave

(請於兩日內遞交醫生紙證明 Please submit the medical certificate within 2 days)

事假 Personal Leave (請註明 Please specify: \_\_\_\_\_)

\*\*\*每月只限申請一堂事假 Only 1 personal leave can be applied per month\*\*\*

家長簽署 Parent's Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

- 所有資料均需填寫。  
Please fill in ALL the blanks.
- 無故缺課將不設補課及退款。  
No make-up classes and refunds for unexcused absence.
- 補課必須四個星期內完成，並須於申報日子上課，不得擅自更改。  
Make up class must be completed within 4 weeks. Classes must be on the declared date and cannot be changed without authorization.
- 請假申請表必須於上課前 2 個工作天遞交。  
Leave application form must be submitted 2 working days before the class.

職員專用	APPROVE	DATE	REMARK
Staff Use			