



SOCCER SCHOOL HONG KONG

電話 : 2368 5232 (辦公時間: 星期一至星期五 上午10:00 至 下午6:00)
傳真 : 2368 5218 電郵: info@chelseafchk.com
網站: www.chelseafc.com/hksoccerschool
地址: 觀塘海濱道57號海洋廣場6樓601室

學員請假申請表 Leave Application Form

中文姓名: _____ Name: _____ 年齡Age: _____ 性別Gender: _____
請假日期Leaving date: _____ D _____ M _____ Y 時間Time: _____
缺席堂數 No of absent: _____ 補堂日期Preferred date for make-up class: _____ D _____ M _____ Y
時間Time: _____

請假原因Reason for Leaving: 請✓適合方格Please tick which is appropriate:

出席學校或公開考試Study Leave for School or Public Examination

*請出示有關考試時間表Please provide the relevant examination schedule

病假 Sick leave *請提交副本醫生紙證明 Please provide copy of medical certificate

事假 Urgent leave 請註明Please specify: _____

*每月只限1堂 1 session limited each month

家長姓名 Parents Name: _____ 聯絡電話Mobile: _____

申請人簽署Applicant's Signature: _____ 日期Date: _____

***無故缺課一概不設補課及退款**

No reason of leaving is not acceptable. It will not provide make up class and refund.

***補課必須四個星期內完成，並須於申報日子上課，不得擅自更改及逾期作廢**

Make up class must be completed no later than further 4 week. Make up class cannot change.

***學員如請事假，須於上課日前兩個工作天前遞交請假申請表**

Please submit Leave Application **before 2 working days**