



<b>Application for Learning Deferral</b> <b>《學籍延修》申請表</b>	
Learner:	Learner No:
Programme Title 課程名稱	
Reason 理由	
Document Attached 文件證明	如公司信、醫療證明等 Employer's letter / medical certificate

**Notes 注意事項:**

- Learners may apply for learning deferral, the application fee refer to the charges schedule, it is non-refundable and non-transferable.  
學員可申請學籍延修，申請費用，請參閱學院的收費表，已繳申請費，概不發還及不可轉讓。
- Fill in the form clearly; no application will be processed should any information is inaccurate and incomplete.  
各項資料必須清楚填寫，如資料不完整及未能準確提供，申請將不予接納。
- Cheque should be crossed and payable to "Social Resources Development Institute".  
支票付款，請劃線及抬頭『社會資源拓展學院』。

 \_\_\_\_\_  
 Learner's Signature 學員簽署

Date 申請日期 \_\_\_\_\_

**For Office Use**

Handled on \_\_\_\_\_

Handled by \_\_\_\_\_

Processed on \_\_\_\_\_

Processed by \_\_\_\_\_

 Form Filled and Signed by Applicant Correctly

 HKID Copy verified

 Informed the Applicant the outcome

Updated the record on \_\_\_\_\_

by \_\_\_\_\_