



Application for Learning Deferral 《學籍延修》申請表	
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 _____