

PLEASE NOTE:

- 1) The request must be done **within the first six hours** of classroom instruction for the following:
 - a) Add new module(s) (top-up fees applies)
 - b) Change of module(s)
 - c) Change from Audit to Credit Status (top-up fees applies)
- 2) The request for **Change from Credit to Audit status** must be done within first six weeks of class (for regular classes) and within the first week (for intensive classes). There will be no refund of module fees paid.
- 3) The Module Amendment Form is to be submitted to the Registrar within the relevant deadline as indicated above.
- 4) There would be an Administrative Charge of \$30 for each application.

注意事项:

- 1) 申请课程更改者必须在授课时间**历时六小时内**提呈表格以:
 - a) 添加新课程(需缴付额外学费)
 - b) 更换课程
 - c) 改换旁听课为修读课(需缴付额外学费)
- 2) **申请改换修读课为旁听课**者须在授课六星期内或密集课程授课一星期内提呈表格。所付清的学费恕不退还。
- 3) 课程转换请表格须在上述期限内提呈入学特助。
- 4) 每份课程转换申请, 须缴付\$30/- 行政附加费

Section 1: To be Completed by STUDENT 由学生填写						
Name 姓名			Student ID 学生编号			
Programme 报读学科			Semester/Year 学期 / 学年			
Module(s) to be Amended 学科更改:						
Module Code 课程代号	Module Name 课程名称	Add Module 添加课程	Change Module 更换课程	From Audit to Credit 改成修读	From Credit to Audit 改成旁听	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reason(s) for Change 更换原因						
Signature of Student 学生签名			Date 日期			

FOR OFFICIAL USE

Section 2: To be Completed by ACADEMIC DEAN

Approved Rejected

Signature

Date

Section 3: To be Completed by ADMINISTRATION MANAGER

	Per Module	No of Modules	Amount
Tuition			
Miscellaneous	\$80		
Spiritual Formation	\$50		
Practicum			
Admin Charge			\$30
Total			
Less: Module Fees Paid			
Net Amount Payable			
Receipt #			

Signature

Date

Section 4: to be Completed by REGISTRAR

Student's Record Updated

Signature

Date