



請必須填寫有 * 的部份，資料不全，恕不受理。Area with * are required.

轉班/插班考試單 Class Transfer /Placement Test Form

轉班/插班規則 Class Transfer/Placement Test Policy:

- 所有轉班學生必須由家長取得註冊組及教務組批准。同年級轉班必須由教務副校長批准。
Parents are responsible for obtaining transfer approval from the Instruction and Registration Department. Transferring to another class in the same grade in the same language division requires the approval of the Vice Principal of Instruction.
- 跳級或語文轉班的學生都必須接受測驗。學生所跳的班級不可超越其日校就讀的班級。請提供日校的班級文件。特別條例：學生若需參加跳級考試，必須要有現任班級教師推薦和博愛教務組的同意才可。
The student is required to take examination (oral/written) when transferring from a lower grade to a higher grade, or from one language program to another. **Registration for placement test level cannot exceed day-school grade level. Please provide day school grade document.**
Exception: The student must have the recommendation by the current grade teacher and the approval of the BCS Academic Committee.
- 所有轉班必須在每學年開始後兩週內提出申請，凡要求轉班，每次收手續費\$10。如須跳級測驗者，每次收手續費\$20 (不退費)。如果學生錯過了考，不補考。
All class transfers must be applied during the first two weeks of each school year. There is a \$10 processing fee for each class transfer, and \$20 non-refundable fee for each placement test application. No make-up exam if the student missed the test.

學生資料 Student Information

中文姓名 Chinese name	* 英文姓名 English name	學生學號 Student ID
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*原語文班級 Current Language Class	轉入語文班級 Intended Language Class/Grade	
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原文化班 Current Cultural Class	轉入文化班 Intended Cultural Class	
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*日校班級 Day School Grade (Placement Test Only) Only skip one grade level	考試日期 Placement Test Date	
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家長電子郵件 Parent's email address	*聯絡電話 Phone number	
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*家長簽名 Parent's signature	日期 Date	

OFFICE USE ONLY	
退票罰款/ Return Check Fee: \$20	
退費手續費/ Refund Processing Fee: \$20	
退費必須在學年開學頭兩週辦理 Tuition refund is available only if applied during the first two weeks of school year.	
CK# _____	\$ _____
Staff Init. _____	Date _____
Class _____	Class ID# _____

OFFICE USE ONLY	
Received By	Date:
教務組批准 Academic Committee	Date:
註冊組批准 Registration	Date:
教務副校長批准 VP of Instruction	Date: