



轉班表格

Class Transfer Form

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

轉班規則

語文班的學生想要轉班必須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。所有語文班或文化班申請轉班的學生必須在每學年開學後兩週內辦理。凡要求轉班,每次必須繳交\$20 手續費。

Class Transfer Policy:

Students are responsible for obtaining transfer approval from the Instruction and Registration Department if he or she wants to transfer to another class. Transferring to another class in the same grade of the same language program requires the approval of the Vice Principal of Instruction. All class transfers (either language or cultural) must be requested by the first two weeks of each school year. There is a \$20 processing fee for each class transfer.

學生資料 Student Information

中文姓名 Chinese name _____ * 英文姓名 English name _____ 學生學號 Student ID _____

*原語文班級 Current Language Class _____ 欲轉入語文班級 Intended Language Class/Grade _____

原文化班 Current Cultural Class _____ 欲轉入文化班 Intended Cultural Class _____

家長電子郵件 Parent's email address _____ *聯絡電話 Phone number _____

*家長簽名 Parent's signature _____ 日期 Date _____

OFFICE USE ONLY	
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: