



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。

網上付款加收 5%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. (5% processing fee will be applied to online payments)

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: