



## 轉調課程/活動申請 Course/Activity Transfer Application

- 個人要求轉調每個課程/活動需繳交行政費用港幣一百五十元。Administration fee of HK\$150 will be charged for personal request of each course/activity transfer.
- 轉調課程/活動申請須在課程/活動開始前十四天遞交。Course/activity transfer application must be submitted **14 days before the course/activity starts.**

### 參加者姓名

Participant Name \_\_\_\_\_

姓 Surname

名 First Name

電話

傳真

報名編號

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Enrolment No. \_\_\_\_\_

由 課程/活動名稱

編號

**From** Course/Activity Title \_\_\_\_\_

Code No. \_\_\_\_\_

開課/活動日期

費用

Course start/Activity Date \_\_\_\_\_

Fee HK\$ \_\_\_\_\_

課程/活動取消 Course/Activity cancelled? 是Yes/否No

轉至 課程/活動名稱

編號

**To** Course/Activity Title \_\_\_\_\_

Code No. \_\_\_\_\_

開課/活動日期

費用

Course start/Activity Date \_\_\_\_\_

Fee HK\$ \_\_\_\_\_

支票退款受益人姓名(須與銀行戶口姓名相同) Cheque Refund Payee Name (must be the same name of a bank account) \_\_\_\_\_ (大楷 BLOCK LETTERS)

簽署 Signature/日期 Date \_\_\_\_\_

### Office Use Only

Application date \_\_\_\_\_

Received by/Date \_\_\_\_\_

	Cheque	Coupon	No.
<input type="checkbox"/> 14 days before the course commences (MS)			
<input type="checkbox"/> within 14 days of the course commences (PHE /ECS) → MS			
<input type="checkbox"/> after the course commenced (PHE /ECS) → MS			

Additional payment \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Fee Difference Admin. Fee Total

Amount refund \$ \_\_\_\_\_ - \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Fee Difference Admin. Fee Total

Handled by/Date \_\_\_\_\_ Checked by/Date \_\_\_\_\_

Approved by/Date \_\_\_\_\_ Endorsed by/Date \_\_\_\_\_

Section Manager

轉調課程/活動申請原因 Reasons of Course/Activity Transfer Application: