



香港資優教育學苑

The Hong Kong Academy for Gifted Education

LEAVE NOTIFICATION

缺席通知

Student member who wishes to take leave from class or early leave should notify the corresponding Division of the HKAGE by submitting this form. Please note the following remarks for the leave application:

學員如欲申請缺席或早退，須填妥此表格及將證明文件交予資優學苑的相關部門。學員請注意以下事項：

1. Except sick leave or emergency circumstances, students should notify the HKAGE as early as possible **before** the lesson.
除了病假及緊急情況外，學員須於該課堂前儘早通知資優學苑。
2. Please submit a documentary proof of leave together with this form to the HKAGE by fax or email to corresponding division (Contact info: <https://www.hkage.org.hk/en/contact-us>).
此表格必須連同證明文件透過傳真或電郵一同遞交香港資優教育學苑相關部門（聯絡資料：<https://www.hkage.org.hk/en/contact-us>）。
3. For the programme delivered by external instructors which does not take place in the HKAGE, students may need to notify his/her leave to the HKAGE and the instructor. Please refer to the instruction of the particular programme.
若課程由資優學苑以外的機構協辦及在資優學苑以外的場地進行，學員除通知資優學苑外，或須通知有關機構。請留意個別課程的有關安排。
4. Leave application will be remarked in the attendance record of the programme, student members should note that the record may affect the awarded certificate if the overall attendance requirement is not fulfilled.
缺席申請會紀錄在課程的出席紀錄中。學員須留意所屬課程要求的出席率，出席率不足的同學將不會獲頒課程證書。
5. If a student member is going to leave early in the lesson, he/she should give this leave notification which is signed by the parent/guardian to the instructor.
如需早退，請將一份家長/監護人已簽署的本份通知交予課堂導師。

Particulars of Student Member 學員資料

Name in English 英文姓名	Name in Chinese 中文姓名
Student No. 學員編號	Contact No. 聯絡電話

Leave Application Details 請假內容

Programme Code 課程編號	Programme Title 課程名稱
Date of Leave (Please state am / pm session, if applicable) 請假日期 (請列明上午 / 下午課節，如適用者)	
Reason(s) for Leave (attach documentary proof for record, if applicable) 請假原因 (連同證明文件一同遞交，如適用者)	

Signature of Parent/Guardian

家長/監護人簽署 _____

Contact No. of Parent/Guardian

家長/監護人聯絡電話 _____

Signature of Student Member

學員簽名 _____

Date

日期 _____