



香港資優教育學苑

The Hong Kong Academy for Gifted Education

LEAVE APPLICATION 缺席申請

Student member who wishes to take leave from class or early leave should notify the corresponding the HAKGE 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學苑。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 leave is taken.
除了病假及緊急情況外，學員須於該課堂前儘早通知學苑。
2. Please submit a documentary proof of leave together with this form to the HKAGE by email (programme@hkage.org.hk).
此表格必須連同證明文件透過電郵(programme@hkage.org.hk)一同遞交予學苑。
3. For the programme delivered by an external service provider which does not take place in the HKAGE, students should notify his/her leave to the HKAGE as well as the service provider. Please refer to the instruction for the particular programme.
若課程由學苑以外的機構協辦及在學苑以外的場地進行，學員除通知學苑外，並須通知有關機構。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。

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 (Please attach documentary proof for record, if applicable) 請假原因 (請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 _____