

**JOINT ADVANCED DIPLOMA IN MANAGEMENT STUDIES PROGRAMME (ADMS)
JOINT ADVANCED DIPLOMA IN BUSINESS MANAGEMENT PROGRAMME (ADBIM)**

**Application Form For General Student Affairs
一般事項申請表格**

(Please put a "✓" where appropriate 請於適當的地方加上 "✓")

Student Name 學生姓名: English 英文 _____ Chinese 中文 _____

Student No. 學生編號 / HKID No. 身份證號碼: _____ Contact Tel 聯絡電話: _____

Postal Address 郵寄地址: _____

Cheque No. 支票號碼: _____ Date 日期: _____

I am a student of the ADMS / ADBM programme, and would like to apply for:

本人是 ADMS / ADBM 課程學生現向秘書處申請:

Please state number of copies (items 1-3) or tick (items 4-8).

請填寫所需數量 (第 1-3 項) 或劃上 ✓ 號 (第 4-8 項)。

1. () copy(ies) of Transcript 成績證明書 (HK\$200 per copy 每張費用 HK\$200)
2. () copy(ies) of Certificate of Attendance 出席證明書 (HK\$100 per copy 每張費用 HK\$100)
 Full course of study 歷年學期
 Specified year and term 指定學期: _____ Year 年 _____ Term 季
3. () copy(ies) of Reference Letter: only for the purpose of universities admission, jobs or immigration application. (HK\$200 per copy)
推薦書: 只適用於申請升學, 求職或移民申請之用 (每張費用 HK\$200)
4. () Appeal (HK\$350 per module - Application must be made within 14 days after the issue date of result slips.)
成績上訴 (每科費用 HK\$350, 必須於成績單發出後 14 日內申請)
Module(s) 科目名稱: _____
5. () Remedial Exam 補考 (HK\$600 per module 每科費用 HK\$600)
Module(s) 科目名稱: _____
6. () Change of class (HK\$200 per module. Application must be made before term commencement)
轉班或轉科 (每科費用 HK\$200, 必須於開學前申請)
From 由 (class code 科目編號) _____ To 更改為 (class code 科目編號) _____
From 由 (class code 科目編號) _____ To 更改為 (class code 科目編號) _____
From 由 (class code 科目編號) _____ To 更改為 (class code 科目編號) _____
7. () Retention (HK\$100 per module. Application must be made before term commencement.)
延期修讀 (每科費用 HK\$100, 必須於開學前申請)
Module(s) 科目名稱: _____

8. Payment method 付款方式

Credit card 信用卡: VISA / MASTER

card number 信用卡號碼: _____ expiry date 信用卡到期日: _____

security code: (three-digit number printed on the reverse of the card 驗證碼 (卡背三位數字)): _____

cardholder's name 信用卡持有人姓名: _____

Cheque 支票

Total Amount 總數: _____ Cheque No. 支票號碼: _____

Please return the completed form to the Secretariat together with a crossed cheque payable to "The Hong Kong Management Association". 請將填妥之表格連同劃線支票或匯票 (抬頭「香港管理專業協會」) 交回秘書處。

The requested document(s) will be sent to your postal address within ten working days.

所申請的文件將於十個工作天內郵寄給閣下。

※ The above fees will be effective on 1 April 2020 and subject to adjustment.

以上收費於二〇二〇年四月一日生效及秘書處可隨時修訂。