

Amendment Request Form - Official Receipt

修改收據申請表

Please read **Notes to Applicants** before filling in this form. Kindly complete legibly all parts in **BLOCK LETTERS**. This form should be returned by fax at 3580 1906 or by email to wendy.yeung@greatlearning.edu.hk.

填寫前請先參閱以下申請須知，請用正楷清楚地填寫此申請表上所有資料。填妥後請將此表格傳真至 3580 1906 或電郵至 wendy.yeung@greatlearning.edu.hk。

Notes to Applicants 申請須知：

- Students may apply for the official receipt amendment subject to a payment of administration fee on every request. Details and charges as follow:

學員可以向本中心申請修改收據，行政收費如下：

Items 項目	Terms 期限	Administration fee 行政收費
Amend personal information 修改個人資料	Before course completion 課程完結前 After course completion 課程完結後	Free 免費 HK\$50
Split one receipt to two or more 將一張收據拆分為多張	Before course completion 課程完結前 After course completion 課程完結後	Free 免費 HK\$50
Combine receipts to one 合併多張收據為一張	Before course completion 課程完結前 After course completion 課程完結後	Free 免費 HK\$50
Amend format 修改收據格式	Each request 每次收費	HK\$100

**** Important note 重要事項:**

We will not accept the amendment request on changing and hiding course title, exam title and total paid fee. 本中心不接受修改及隱藏課程名稱、考試名稱及總已繳付費用金額的申請。

- Please complete and send this request form (with payment advice) by fax or by email. 請填妥申請表（連同繳款通知書）以傳真或電郵方式遞交。
- Under normal circumstances, amended receipt will be ready and sent by email within 2 weeks upon request. 在一般情況下，修改後的收據會於兩星期內完成處理並以電郵發出。
- Students should lodge separate request if their application goes beyond one receipt. 本表格只適用於一張收據之修改申請，如學員之申請超過多於一張收據，請分開表格填寫。
- Information provided in this form will be used for this application only. 所填報之資料只供本項申請用途。
- All fees are subject to change without prior notice. 所有費用如有更改，恕不另行通知。

Applicant's Information 申請人資料 (Compulsory 必須填寫)

FULL Name 姓名:

Email 電郵:

Contact No. 聯絡電話號碼:

Receipt no. 收據編號:

Amendment 修改內容:

繳費方法 METHOD OF PAYMENT :

☐現金 Cash ☐轉數快 Faster Payment System (FPS) - FPS ID: 4292975

☐銀行轉帳 Bank Transfer

帳戶名稱 A/C Name: Great Learning Education Centre Limited

匯豐銀行 HSBC: 023-607898-001

中國銀行 BOC: 012-884-00135170

申請人簽署:

Applicant's Signature:

日期:

Date:

由本校填寫 OFFICE USE ONLY

Fee collected:

Receipt no.:

Revision sent on:

Handled by: