Withdrawal Application
取消報讀申請表

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。

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

FULL Name 姓名:	
Contact No. 聯絡電話號碼：	
Email 電郵:	

Application Details 申請詳情

I wish to withdrawal the course 本人希望取消報讀

Course name 課程名稱	
Course start date 開課日期	

due to the following reason(s) (please tick the box as appropriate) 原因如下（請選擇）：

☐Course is full or being cancelled or being rescheduled 課程滿額或取消或延期
☐Admission to another course offered by another institute 報讀其他機構提供的課程
Name of the institute 機構名稱 _____
☐Loss of interest in this course 對本課程失去興趣 ☐Employment/ Job related reasons 工作因素
☐Health & Medical reasons 健康因素 ☐Emigration 移民
☐Other reason (please specify) 其他原因 (請註明) _____

Notes to Applicants 申請須知：

1. Application for course withdrawal must be submitted before course completion. Application submitted after course completion will not be processed. 退學申請表必須於課程完結前遞交，課程完結後提交的申請將不予處理。
2. Students may apply for the course withdrawal subject to a payment of administration fee on every request. 學員可申請退學，但每次申請或許須收取行政收費。

3. Please complete this application form with signature and return by fax or by email. The applicant will normally receive a reply within 2 weeks. 請填妥並簽署申請表後以傳真或電郵方式遞交。在一般情況下，申請人會於兩週內收到回覆。
4. Students should loge separate request if their application goes beyond one course. 本表格只適用於一個課程之退學申請，如學員之申請超過多於一個課程，請分開表格填寫。
5. Information provide in this form will be used for this application only. 所填報之資料只供本項申請用途。
6. Details of charges of withdrawal of study are as follow 申請退學的收費如下：

i.	Course is full or being cancelled 課程滿額或取消	退學申請費用 Withdrawal application fee: HK$0
ii.	Course cannot be held as specified in the fee receipt 課程不能按照收據中的安排進行	退學申請費用 Withdrawal application fee: HK$0
iii.	7 days prior to course commencement (except for case i & ii) 開課前7個工作天 （除以上 i 及 ii 情況外）	退學申請費用 Withdrawal application fee: HK$200
iv.	Less than 7 days prior to course commencement (except for case i & ii) 開課前少於7個工作天（除以上 i 及 ii 情況外）	退學申請費用 Withdrawal application fee: HK$500

Note 註: Course applicant who decides to discontinue study should submit withdrawal application as soon as possible. 學員如打算退學，必須盡快以各本中心申請。

Withdrawal application fee will be charged once application is accepted and it is non-refundable, non-exchangeable and non-transferrable. 退學申請一經接納，退學申請費用會被收取，此費用不設退款、交換或轉讓。

All fees are subject to change without prior notice. 所有費用如有更改，恕不另行通知。

Refund Arrangement 退款安排：

1. In case of withdrawal request is accepted, the tuition fee paid will be refunded after deduction of the withdrawal fee, course material and exam fee 如退學申請被接納，已繳學費在扣除退學申請費及/或行政費，教材費及考試費後，未使用的餘款可予退還。
2. The cost of assigned course material is non-refundable, non-exchangeable and non-transferrable. 已發放的課程教材，費用不設退款、交換或轉讓。
3. The cost of exam / exam voucher purchased on applicant's behalf is non-refundable, non-exchangeable and non-transferrable. 已代申請人購買的考試/考試券，費用不設退款、交換或轉讓。
4. In case of refund, our Centre will notify applicant and refund payment will be arranged in cheque within one month 本中心會個別通知報讀者有關退款安排，已繳付及未使用之款項將於一個月內以支票型式退回。

Please provide the name for issuing the refund cheque
請提供退款支票抬頭名稱 _____

Declaration 聲明：

I have noted, understood and agree to the contents of the above notes and refund arrangement.
本人已細閱、明白並同意以上申請須知及退款安排。

Applicant's Signature:
申請人簽署：

Date:
日期:

由本校填寫 OFFICE USE ONLY				
Status	☐Accepted ☐Rejected	Receipt no. & fee collected		
Charges	☐Administration fee HK$200 ☐Withdrawal fee HK$500 ☐Courseware fee _____ ☐Exam fee _____ ☐N/A	Refund amount after deduction		
Cheque no.		Credit note no.		
Handled by		Completion date		