聖若瑟大學
UNIVERSITY OF SAINT JOSEPH

Leave Application Form for Lifelong Learning Programmes
持續進修課程請假申請表

Applicant who needs to take leave from class or early leave should notify the Executive Training and Lifelong Learning Office (ETLLO) by submitting the completed Leave Application Form. Please read the following notes for the application:
學員如需申請請假或早退，須填妥此申請表提交到高管培訓及持續進修處。申請者需注意以下事項：

- Except sick leave or emergency circumstances, its application shall be submitted to ETLLO **before** leave is taken.
  除病假及緊急情況外，請假申請須於缺席課堂**前**提交。
- **Documentary proof** of leave reason should be submitted together with this leave application form.
  證明文件須連同此請假申請表一併遞交。
- Leave application will be recorded in the attendance record of the programmes. Absent record may affect the certificate issuance if the overall attendance requirement is not fulfilled.
  請假申請將會記錄在課程的出席記錄中。如出席率未能達到整個課程要求，將有可能影響證書發放。
- Please complete in BLOCK LETTERS and tick "✓" appropriate boxes.
  請以正楷填寫並在適當之方格內加上"✓"號。

Applicants Information 學員資料

Name in English 英文姓名		Name in Chinese 中文姓名	
Contact No. 聯絡電話		E-mail Address 電郵地址	

Application Details 申請內容

Course Name 課程名稱		Course Code 課程編號		
Date of Leave(s) 請假日期	Example: (DD/MM/YYYY)　範例：日/月/年	Total Absent(s) 共缺席		Day(s) 日
Reasons of Leave(s) 請假原因	☐　病假 / Health Issue ☐　公事 / Work Reason ☐　其它（請註明）/ Other (Please specify)			
*Please submit appropriate supporting documents 須按原因提交相關證明文件				

I declare the information provided on this form is correct, I understand also that if have given false or misleading information and documents. Personal information collected in this application form will be used solely by the Executive Training and Lifelong Learning Office and relevant authorities for the communications and recording concerning the Programme; All information will be processed in compliance to the "Personal Data Protection Act" (Law no. 8/2005).

本人聲明在本表格內所填報的資料均屬事實，同時亦明白如有提供任何虛假或不實資訊。透過此申請表所收集之個人資料僅供本處或有關授權機構作課程通訊及記錄之用；全部資料亦將按照第 8/2005 號法律《個人資料保護法》法規妥善處理。

Applicant's Signature 申請人簽署	_____	Date 日期	_____

For Office Use Only 辦公室專用

Handled by 處理人		Received Date 收件日期	
Application is 申請審批	☐ Approved 批准　　☐ *Disapproved 不批准	*Remarks (if any) 備註（如有）	