



請假申請表 Leave Application Form

學生資料 Student Information

學生編號 Student Number: _____

中文姓名 Chinese Name: _____

英文姓名 English Name: _____

請假時段 Duration of Leave

日期(Date)

時間(Time)

上課地點 Class Location: _____

觀塘 Kwun Tong/ 藍田 Lam Tin / 九龍灣 Kowloon Bay

補堂申請 Make-up Class Application

日期(Date)

時間(Time)

家長資料 Parent's Information

姓名(Name)

聯絡電話(Contact No)

電郵 E-mail: _____

請假原因 Reason for Leaving: (請在適當方格內加上「✓」 Please tick in the appropriate box)

病假 Sick Leave

(請於兩日內遞交醫生紙證明 Please submit the medical certificate within 2 days)

事假 Personal Leave (必須註明 Please specify: _____)

每月只限申請一堂事假 Only 1 personal leave can be applied per month

家長簽署 Parent's Signature: _____ 日期 Date: _____

- 所有資料均需填寫。

Please fill in **ALL** the blanks.

- 無故缺課將不設補課及退款。

No make-up classes and refunds for unexcused absence.

- 補課必須四個星期內完成，並須於申報日子上課，不得擅自更改。

Make up class must be completed **within 4 weeks**. Classes must be on the declared date and cannot be changed without authorization.

- 請假申請表必須於每個星期四前遞交至 info@chelseafchk.com，並待學校批核。

Leave application form must be submitted **before every Thursday for school approval** to info@chelseafchk.com.

職員專用	APPROVE	DATE	REMARK
Staff Use			