



申請學費收據證明
Application for Certification Letter for Tuition Fee

姓名 (先生/太太/女士/小姐) 身份證號碼
Name: _____ (Mr./ Mrs./ Ms./ Miss.) HKID No.: _____ ()

學生證號碼 日間聯絡電話
Student No. : _____ Telephone No. : _____

通訊地址
Correspondence Address : _____

修讀年份/學期 課程編號
Year / Term : _____ Subject Code : _____

課程名稱
Course Title : _____

申請人簽署 日期
Applicant's signature : _____ Date : _____

- 備註 Note:
1. 有關申請，須經本院批准，始獲接納。
Application for certification letter for tuition fee will be subject to the School's approval.
 2. 有關申請，須繳交手續費五十元。已繳費用，恕不退還。
A non-refundable handling fee of HK\$50 per letter will be payable upon application.
 3. 此證明書將於辦理手續起計一星期內按上述地址寄出。
The certification letter will be issued within one week after the date of application, and will be sent to the above address.

學院專用 FOR OFFICE USE ONLY

Centre Office

Received by : _____

Receipt No. : _____

Accounts Section

Checked by : _____

Issue date : _____