

Statement of Attendance Application Form

出席證明申請表格

Please complete the form in English. 請以英文填寫。

For official use only

Receipt number: _____

Course Code: _____

Number of classes attended: _____ / _____

Chinese Name of Applicant

申請人中文姓名

*English Name of Applicant (in accordance to your ID card or passport)

英文姓名(與身份證明文件相附)

Address (in English)

英文地址

E-mail

電郵

Tel (Mobile)

電話(手提)

Statement of Attendance Collection

領取出席證明

Pick up in person

親身自取

By Post

郵寄到以上地址

Course Title

課程名稱

Course Date 上課日期

From 由

To 至

(Day 日 / Month 月 / Year 年)

(Day 日 / Month 月 / Year 年)

Enclosed please find a crossed cheque (amounted HK\$80 each), made to apply Statement of Attendance for the part-time course. I have completed with an attendance of not less than 75%. Details of which are shown as above.

本人曾報讀 貴院校所舉辦之「短期課程」，經已修業完畢，出席率不少於百分之七十五。現附上支票一張，面額為港幣八十元正。以上為各項詳細資料，請辦理為荷。

Signature of Applicant 申請人簽署

Cheque Number 支票號碼

Date 日期

Please note:

- * Name printed on Statement of Attendance will be identical as provided. The format is CHAN Tai Man, Peter / Mandy Lynn PETTY. Contact us for other arrangement.
- This form should be completed clearly and return to: EXCEL (Extension and Continuing Education for Life), The Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong by post or in person, together with a crossed cheque of HK\$80 application fee. (The cheque should be made payable to: "EXCEL LTD")
- If you apply the Statement of Attendance for more than one course, please issue separate forms and cheques for each course.
- If your record indicates your attendance is below 75%, the cheque will be returned to you.
- Students can apply for the Statement of Attendance within a 1-year application period from the date of successful completion of the course.
- The Statement of Attendance will take about 4 weeks to process.
- The personal data provided in this form are used by the EXCEL for purposes of arranging issuance of your Statement of Attendance.

注意事項：

- *出席證明書將印以上提供的英文姓名，格式為 CHAN Tai Man, Peter / Mandy Lynn PETTY。如有其他要求，請致電聯絡。
- 填妥之表格連同劃線支票(面額為港幣八十元正)一併寄回：香港灣仔告士打道一號香港演藝學院演藝進修學院收或親身交回本課程組(劃線支票抬頭：「EXCEL LTD」)。
- 以上申請表格只限一項課程，如申請超過一項課程，請分別填寫表格及劃線支票。
- 倘 台端於個別課程中未達合格出席率，本課程組將以郵寄退回支票。
- 學員可在完成課程當日起計的 1年申請限期內，向我們遞交出席證明的申請。
- 出席證明印發需時約四星期。
- 此表格所提供之個人資料，本院僅作處理核發出席證明之用。