

Office Use Only:

 SWAS

職業訓練局
應用學習課程
Vocational Training Council
Applied Learning Courses



告假申請書 Leave Application Form

學生姓名 Name of Student _____ (_____) 班別 Class _____
English 英文 Chinese 中文

修讀課程 Course Name _____ 分流 Stream _____

申請詳情 Details of Application

缺席 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日，缺席共 _____ 節課堂
Absence Absent from _____ to _____, total no. of lessons: _____

遲到/早退* _____ 年 _____ 月 _____ 日遲到/早退* _____ 分鐘
Lateness / Come late / Leave early* on _____ for _____ minutes
Early Leave*

(*請刪去不適用者 Please delete where appropriate)

原因 _____
Reason _____

遞交文件 病歷證明 Medical Certificate
Document Attached 其他，請註明 Others, please specify: _____

學生簽署	_____	日期	_____
Signature of Student		Date	
家長/監護人簽署	_____	家長/監護人姓名	_____
Signature of Parent / Guardian		Name of Parent / Guardian	
家長/監護人聯絡號碼	_____	與學生關係	_____
Contact Number of Parent / Guardian		Relationship with Student	

注意事項 Points to Note:

- 學生須向課程導師遞交請假申請，並提交相關證明文件。
All application for leave should be **substantiated with documented proof** and forwarded to Course Tutors concerned.
- 課程的最低出席率要求為課程整體最高出席率之 80%。
The minimum attendance requirement for each course is 80% of the maximum possible attendance for the course.
- 學生如於 3 小時的課堂遲到/早退 30 分鐘或 4 小時的課堂遲到/早退 45 分鐘，該日將被視為缺課。
Students who are late/take early leave for 30 minutes / 45 minutes for a 3-hour-lesson / 4-hour-lesson respectively will be counted towards "Absence" for that particular lesson.