Evening Classes Administrative Circular No. 17/06-07

Updating / Change of Student Corresponding Address

Student Term Reports for the sessional examination will be mailed to students after the examination. It is essential that their correspondence addresses are accurate and updated.

2. **PTE Lecturers are requested:**

   (a) to distribute the attached form, KC-COS-4, to those students who have **changed** their correspondence addresses.

   (b) to ask them to complete the details and return to the Campus Secretariat of Hong Kong Institute of Vocational Education (Kwai Chung) by mail or fax **on or before 15 June 2007**.

3. If any student changes his/her address after the 15 June 2007, please ask him/her to notify the Head of Department concerned with the new correspondence address.

   (Forms are obtainable from Campus Secretariat of the Institute)

(Dr. K. K. FUNG)
Principal
Hong Kong Institute of Vocational Education (Kwai Chung)

KKF/CC/py

Distribution:
All PTE Lecturers

c.c.  HoDs
     Evening Class Co-ordination Group
     EOI

Enclosure