

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 \_\_\_\_\_  
 英文 English 中文 Chinese

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.
- 學生如於課堂遲到/早退，而遲到/早退時數超過該課堂時數之 20%，該課堂將被視為缺席。  
Students who are late/take early leave for more than 20% of the contact hours of the lesson will be counted towards "Absence" for that particular lesson.