

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG
教育學院

Faculty of Education
發還保證金申請表
APPLICATION FOR REFUND OF CAUTION MONEY

注意事項

Notes:

- 申請表連同有關文件(如適用)可經電郵 (pgde@cuhk.edu.hk) 或郵遞 [香港中文大學何添樓G1室 (PGDE 課程)] 提交。
Completed application form, together with other document (if applicable), shall be submitted by email (pgde@cuhk.edu.hk) or by post [G1, Ho Tim Building, The Chinese University of Hong Kong, Shatin, Hong Kong. (Attn: PGDE Programmes)]
- 研究院總學則第3.3項:
「學生於首次註冊時須繳交保證金,以備償還所欠本校之款項或賠償損毀公物之用。扣除欠款後之保證金餘額,將於該生退學時發還。如學生於畢業時並無欠款,則該保證金將轉為其畢業費用。」
Clause 3.3 of the General Regulations Governing Postgraduate Studies:
"Caution money shall be payable on first registration as a deposit to make good any outstanding debts to the University incurred in, for example, damages to University and/or College property. This sum less any deductions made for outstanding debts shall be refunded on discontinuation of studies at the University. For graduating students, subject to no claim being outstanding, caution money shall be converted into graduation fee."

A. Personal Particulars (Please '✓' as appropriate) **個人資料** (請在適當之空格內填上'✓'):

姓名 (英文) Name: (in English) _____	(中文) (in Chinese) _____
學號 Student I.D. No.: _____	香港身份證號碼 H.K.I.D. Card No.: _____
電郵地址 E-mail Address: _____	聯絡電話 Contact Tel. No.: _____
學制 Time Basis: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	修業年份 Year of Attendance: _____
課程 Programmes: <input type="checkbox"/> Postgraduate Diploma in Education Programme 學位教師教育文憑課程(幼兒教育) <input type="checkbox"/> Postgraduate Diploma in Education (Early Childhood Education) Programme	<input type="checkbox"/> 學位教師教育文憑(小學)課程 Postgraduate Diploma in Education (Primary) Programme
主修 Major: _____	副修 Minor(s): _____

B. Refund of Caution Money Arrangement (Please '✓' as appropriate) **發還保證金安排** (請在適當之空格內填上'✓'):

<input type="checkbox"/> 請以 Please make cheque payable to _____ 為支票抬頭人,通訊地址如下 and mail to the address below: _____ _____	<input type="checkbox"/> 請轉賬往下列銀行戶口 Please transfer to the following account: _____ 銀行名稱 Name of Bank: _____ 存戶姓名 Account Name: _____ 存戶號碼 Account No.: _____
簽署 Signature: _____	日期 Date: _____

收集個人資料聲明:

- 此表格所收集的資料將用以處理有關的申請,所提供的資料於無需保留時將全部銷毀。
- 如在遞交此表格後要查閱或改正個人資料,請聯絡教育學院:電話:3943-6721/3943-6964、傳真:2603-6129、電郵:pgde@cuhk.edu.hk。
- 本表格所收集的資料或會轉交香港中文大學其他行政或教學部門作考慮或批核用。

Personal Information Collection Statement:

- The personal data provided on this form will be used by the Faculty of Education for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- For correction of or access to the personal data after submission of this form, please contact the Faculty of Education: Tel. No.: 3943-6721/3943-6964, Fax No.: 2603-6129, e-mail address: pgde@cuhk.edu.hk.
- Information provided on this form may be transferred to other departments/ administrative units within CUHK for consideration and granting approval, where applicable.

FOR OFFICE USE ONLY

Faculty of Education

- No outstanding claim, refund full amount.
 Outstanding claims: HK\$ _____ (see attached).
 CU Link Card returned on _____
 No outstanding claim, but CU Link Card NOT returned
 Others _____

Handled by: _____ Date: _____

To Bursary on: _____

Company Code: C001

Business Area: 0003

Account Code: 206002

Bursary

Checked / Approved by: _____

Refund amount: HK\$ _____

Posting date: _____

Date of cheque: _____

Initials of cheque signer(s): _____