



# 香港資優教育學苑

## The Hong Kong Academy for Gifted Education

### LEAVE NOTIFICATION 缺席通知

Student member who wishes to take leave from class or early leave should notify the Academic Programme Development Division of the HKAGE by submitting this form. Please note the following remarks for the leave application:

學員如欲申請缺席或早退，須填妥此表格及將證明文件交予資優學苑的學術課程發展部。學員請注意以下事項：

1. Except sick leave or emergency circumstances, students should notify the HKAGE as early as possible **before** leave is taken.  
除了病假及緊急情況外，學員須於該課堂前儘早通知資優學苑。
2. Please submit a documentary proof of leave together with this form to the HKAGE by fax (3940 0202) or email ([apd@hkage.org.hk](mailto:apd@hkage.org.hk)).  
此表格必須連同證明文件透過傳真(3940 0202)或電郵([apd@hkage.org.hk](mailto:apd@hkage.org.hk))一同遞交香港資優教育學苑。
3. For the programme delivered by external service provider which does not take place in the HKAGE, students should notify his/her leave to the HKAGE as well as the service provider. Please refer to the instruction of the particular programme.  
若課程由資優學苑以外的機構協辦及在資優學苑以外的場地進行，學員除通知資優學苑外，並須通知有關機構。請留意個別課程的有關安排。
4. Leave application will be remarked in the attendance record of the programme, student members should note that the record may affect the awarded certificate if the overall attendance requirement is not fulfilled.  
缺席申請會紀錄在課程的出席紀錄中。學員須留意所屬課程要求的出席率，出席率不足的同學將不會獲頒課程證書。

#### Particulars of Student Member 學員資料

|                         |                         |
|-------------------------|-------------------------|
| Name in English<br>英文姓名 | Name in Chinese<br>中文姓名 |
| Student No.<br>學員編號     | Contact No.<br>聯絡電話     |

#### Leave Application Details 請假內容

|  |                         |
|--|-------------------------|
| Programme Code<br>課程編號   | Programme Title<br>課程名稱 |
| Date of Leave (Please state am / pm session, if applicable)<br>請假日期 (請列明上午 / 下午課節，如適用者)                    |                         |
| Reason(s) for Leave (Please attach documentary proof for record, if applicable)<br>請假原因 (請連同證明文件一同遞交，如適用者) |                         |

Signature of Parent/Guardian  
家長/監護人簽署 \_\_\_\_\_

Contact No. of Parent/Guardian  
家長/監護人聯絡電話 \_\_\_\_\_

Signature of Student Member  
學員簽名 \_\_\_\_\_

Date  
日期 \_\_\_\_\_