

## 應用學習課程 – 轉班申請表

### Applied Learning Course – Application Form for Change of Class

#### 申請須知 Important Notes

- 學生必須獲得所屬中學的應用學習課程負責老師之同意，方可提交轉班申請予嶺南大學持續進修學院（學院）。  
Student is required to obtain the endorsement of the Applied Learning Course Teacher-in-charge prior to submission of the application to Lingnan Institute of Further Education (LIFE).
- 填妥之申請表連同證明文件需投放在設於嶺南大學劉仲謙樓 304 室外之收件箱 (J11) 內，或電郵至 [apl@LN.edu.hk](mailto:apl@LN.edu.hk) (電郵主旨：轉班申請)。  
The completed application form along with documentary proof should be submitted to **the dropbox (J11) outside Room 304, Lau Chung Him Building, Lingnan University, or sent to [apl@LN.edu.hk](mailto:apl@LN.edu.hk) (Email Subject: Application for Change of Class).**
- 學院將於收到填妥之申請表及證明文件的七個工作天後，經電郵#通知所屬中學應用學習課程負責老師有關申請結果。  
LIFE will inform the Applied Learning Course Teacher-in-charge of the application result **after 7 working days** upon receipt of the completed application form and documentary proof via email#.
- 如有查詢，請致電 2616-7293 與嶺南大學持續進修學院應用學習組聯絡。  
For enquiry, please contact the Applied Learning Team of LIFE at 2616-7293.

#### (I) 學生個人資料 Student's Particulars (必須與香港身份證 / 護照相同 As stated on HKID Card / Passport)

英文姓名 (姓氏先行)  
Name in English (Surname first) \_\_\_\_\_

中文姓名  
Name in Chinese \_\_\_\_\_

電郵地址  
Email Address \_\_\_\_\_

中學名稱  
School Name \_\_\_\_\_

身份證 / 護照號碼 \*  
HKID / Passport No.\* \_\_\_\_\_

聯絡電話  
Contact No. \_\_\_\_\_

班別  
Class \_\_\_\_\_

#### (II) 轉班詳情 Details for Change of Class

由班別  
From Class \_\_\_\_\_

轉至班別  
To Class \_\_\_\_\_

申請轉班原因 (填妥之申請表需連同證明文件一併提交)  
Reason(s) of Request for Change of Class (Please submit the completed application form along with documentary proof)

\_\_\_\_\_

\_\_\_\_\_

#### (III) 簽署 Signature

所屬中學的應用學習課程負責老師 Applied Learning Teacher-in-charge

姓名 Name                      #電郵地址 Email Address                      簽署 Signature                      日期 Date

學生 Student

簽署 Signature                      日期 Date

#### (IV) 由學院填寫 For Office Use Only

申請結果 Application Result                       獲批准 Approved                       不獲批准 Not Approved

課程統籌 (應用學習課程) 簽署  
Signature of Programme Leader (ApL Programmes)

日期  
Date