

JOINTLY ORGANIZE

**DIPLOMA IN MANAGEMENT STUDIES
(DMS)**

**APPLICATION FORM FOR GENERAL STUDENT AFFAIRS
一般事項申請表格**

Student Name 學生姓名: English 英文 _____ Chinese 中文 _____
Student No. 學生編號 / HKID No. 身份證號碼: _____ Contact Tel 聯絡電話: _____
Postal Address 郵寄地址: _____
Cheque No. 支票號碼: _____ Date 日期: _____

I am a student of the DMS programme, and would like to apply for:

Please state number of copies (items 1-3) or tick (items 4-7).

請填寫所需數量 (第 1-3 項) 或劃上 ✓ 號 (第 4-7 項)。

1. () copy(ies) of Transcript 成績證明書 (HK\$80 per copy 每張費用 HK\$80)
2. () copy(ies) of Certificate of Attendance* 出席證明書 (HK\$40 per copy 每張費用 HK\$40)
 Full course of study 歷年學期
 Specified year and term 指定學期: _____ Year 年 _____ Term 季
3. () copy(ies) of Reference Letter 推薦書 (HK\$80 per copy 每張費用 HK\$80)
4. () Appeal (HK\$350 per module - Application must be made within 14 days after the issue date of result slips.)
成績上訴 (每科費用 HK\$350, 必須於成績單發出後 14 日內申請)
Module(s) 科目名稱: _____
5. () Remedial Exam 補考 (HK\$350 per module 每科費用 HK\$350)
Module(s) 科目名稱: _____
6. () Change of class (HK\$200 per module. Application must be made before term commencement)
轉班或轉科 (每科費用 HK\$200, 必須於開學前申請)
From 由 (class code 科目編號) To 更改為 (class code 科目編號)
From 由 (class code 科目編號) To 更改為 (class code 科目編號)
From 由 (class code 科目編號) To 更改為 (class code 科目編號)
7. () Retention (HK\$100 per module. Application must be made before term commencement.)
延期修讀 (每科費用 HK\$100, 必須於開學前申請)
Module(s) 科目名稱: _____
8. () Re-issue student card, *Please attached one colored passport size photo (1" x 1.5")
補領學生証 * 請附上近照乙張 (每張 HK\$35)

* For the purpose of applying for the SME Training Fund, the administrative charge for the certificate of attendance will be waived (on condition that the student has achieved the 70% attendance requirement)

Please return the completed form to the Secretariat together with a crossed cheque payable to "The Hong Kong Management Association". The requested document(s) will be sent to your postal address within ten working days.

請將填妥之表格連同劃線支票或匯票(抬頭「香港管理專業協會」)交回秘書處。所申請的文件將於十個工作天內郵寄給閣下。

※ The above fees are subject to adjustment.
秘書處可隨時修訂以上收費。