



延期入學申請表
APPLICATION FOR DEFERRING ADMISSION

※ 請於填表前細閱背面之注意事項 Please read the notes overleaf before completing this form
※ 請以正楷填寫 Please use capital letters

I. 申請人資料 PARTICULARS OF APPLICANT	
中文姓名 (依照證件) : Name in Chinese (as printed on ID) :	申請編號 Application Number □□□□□□□□-□□□□□□
外文姓名 (依照證件) : Name in English (as printed on ID) :	聯絡電話 : Contact Number :
聯絡地址 : Postal Address :	郵政編碼 : Postal Code :
電郵地址 : E-mail Address :	
課程 : Program :	<input type="checkbox"/> 工商管理學士學位課程 Bachelor of Business Administration
	<input type="checkbox"/> 國際旅遊管理學士學位課程 Bachelor of International Tourism Management
II. 延期入學資料 INFORMATION ABOUT DEFERRING ADMISSION	
擬註冊入學日期 : Intend to register in 20____/20____ 第____ Semester 9月(第一學期) 11月(第二學期) 2月(第三學期) 5月(第四學期)	
延期入學原因 (請選擇下列一項) Reason for deferring admission (please select one of the followings) :	
<input type="checkbox"/> 1. 移民 Emigration <input type="checkbox"/> 2. 經濟困難 Financial difficulty <input type="checkbox"/> 3. 健康原因 Health reason <input type="checkbox"/> 4. 工作繁重, 未能兼顧學業 Heavy workload <input type="checkbox"/> 5. 其他, 請註明 Others, please specify : _____	
注意 : 申請如獲批准, 學生必須按校方指定日期前提出註冊入學申請及接受入讀時本校之學習計劃及收費標準。 Note: If application is approved, student must apply to resume study on or before the designated date and is required to follow the University's study plan and fee policy prevailing at that time.	
III. 留位費 RETENTION FEE	
<input type="checkbox"/> 附已繳交學費之單據副本 Attached Tuition Fee Receipt	
<input type="checkbox"/> 附交_____銀行 <input type="checkbox"/> 支票/ <input type="checkbox"/> 本票(號碼_____) 澳門幣/港幣 2,000 元作為留位費。 Attached herewith a <input type="checkbox"/> Bank check/ <input type="checkbox"/> cashier's order (No. _____) of MOP/HKD2,000 of Bank _____ for Retention Fee.	
IV. 退款 REFUND :	
本人接受大學有關退費之規定。如有退款時, 本人選擇 : I accept the University's rules on refund application. If there is refund, I would like to get it by :	
<input type="checkbox"/> 領取支票 cheque pick-up.	
<input type="checkbox"/> 自動轉賬 (學生須提供 a.澳門任何一間銀行之澳門幣賬戶, 大豐銀行則收取\$10 手續費; 或 b.中國銀行澳門分行之港幣賬戶) Autopay. (Student should provide a. <u>MOP</u> account number of any bank in Macau; and for Tai Fung bank account, an extra \$10 will be charged or b. <u>HKD</u> bank account at the Bank of China Macau Branch only.)	
<input type="checkbox"/> 電匯, 學生必須填妥『銀行戶口資料表』 Tele-transfer, student should complete the form of "Information of Bank Account".	
備註 Notes 1. 留位費(\$2000)及行政手續費(\$200)將於學生已繳之學費中扣除。 Retention fee of \$2,000 and Administrative charges of \$200 will be deducted from the tuition fees paid.	
2. 賬戶名稱為非學生本人, 需填妥授權書並附上授權人及被授權人的有效身份證副本。 Written authorization, valid ID copies of the consignor and trustee should be provided for those who have authorized representative to pick up the refund.	
3. 隨表附交清晰的“銀行存摺簿(賬戶資料頁)副本”, 選擇匯款者請提供「中國工商銀行」或「中國銀行」並可接受境外港幣匯款之賬戶。 A clear bank book copy with bank account information should be submitted with the application form. For students who choose tele-transfer, please provide an ICBC or BOC bank account which can accept HK Dollar remittance from outside China.	
4. 以匯款方式退款, 須繳付行政手續費澳門幣/港幣 100 元, 並將於退款內扣除後匯出。 A handling charge of MOP/HKD100 would be deducted from the refund without notice if you choose to refund by tele-transfer.	
5. 任何銀行手續費由學生自付, 並將於所退的保證金中直接扣除, 不另作通知。 Any service charges from the bank should be paid by student, and would be deducted from the caution fee without any notice.	
6. 學生所提供的收款銀行資料必須準確無誤, 如因提供之資料不正確或不足而引致的任何問題、損失及費用, 將由學生負責。 Student must provide accurate information of account number and the name of bank account. Furthermore, the student should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.	

個人聲明 Personal Declaration :

本人確認申請表中所提供的資料真實無誤, 並聲明已知悉及明白『澳門科技大學個人資料收集聲明』的內容。

I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the Personal Data Collection Statement of Macau University of Science and Technology.

申請人簽名
Applicant's Signature : _____

日期
Date : _____

由校方填寫 (FOR OFFICE USE ONLY)

A) 櫃檯 COUNTER <input type="checkbox"/> 已收取\$2,000 作留位費 Retention fee of \$2,000 paid 收據編號 Receipt No. _____ <input type="checkbox"/> 附已繳交學費之單據副本 Attached Copy of Tuition Fee Receipt <input type="checkbox"/> 已收妥及核對學生的銀行資料 Bank account information received and checked 收件人 _____ 日期 _____ Received by : _____ Date : _____	B) 櫃檯 COUNTER <input type="checkbox"/> 已收妥相關文件 Relevant documents received 收件人 _____ 日期 _____ Received by : _____ Date : _____
C) 持續教育學院 SCHOOL OF CONTINUING STUDIES 學生類別 _____ 錄取狀況 _____ 獎/助學金 _____ Student type : _____ Admission Status : _____ Scholarship/Grant : _____ 負責人簽名 _____ 日期 _____ Authorized signature : _____ Date : _____	
D) 總監 DIRECTOR <input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 (直接到 G 部份) Not approved (Go to part G) 備註 Remarks : _____ 總監簽名 _____ 日期 _____ Signature of Director : _____ Date : _____	
E) 會計處 ACCOUNTS OFFICE <input type="checkbox"/> 手續辦妥 Cleared <input type="checkbox"/> 意見 Comments: _____ 負責人簽名 _____ 日期 _____ Authorized signature : _____ Date : _____	F) 資訊處 IT OFFICE <input type="checkbox"/> 已取消學生的 DT DT deleted 負責人簽名 _____ 日期 _____ Authorized signature : _____ Date : _____
G) 持續教育學院 SCHOOL OF CONTINUING STUDIES <input type="checkbox"/> 已書面通知學生、信函已存檔 Student notified in writing and letter filed 已抄送至 Cc to <input type="checkbox"/> A/C (請在適當的空格內打✓ Mark ✓ in the appropriate box) 負責人簽名 _____ 日期 _____ Authorized signature : _____ Date : _____	

注意事項

- 一、申請人必須於指定**註冊期前**填妥此表格並連同以下文件一併遞交至持續教育學院，延期入學申請將於收妥申請表格及相關文件，繳妥有關費用後，始行生效。生效前，其他任何形式的申請將不受理：
 - 1.1 學生之身份證副本(正本備查)
 - 1.2 高中畢業證書副本(正本備查)
 - 1.3 錄取通知書副本
 - 1.4 已繳交學費之單據或學費匯款回條副本(正本備查)
 - 甲、於繳費期內如未繳交學費，須繳付留位費澳門幣/港幣 2,000 元，相關之收據與申請表格必須一併遞交；有關之申請及批核程序只於費用收妥後始行生效。
 - 乙、已繳付學費後提出申請者，須額外繳付行政手續費澳門幣/港幣 200 元。延期入學申請如獲批准，大學會計處在已繳交之學費內扣除澳門幣/港幣 2,200 元留位費及行政費後，餘額將於所有行政手續辦妥後退還給學生。
 - 丙、所繳付的澳門幣/港幣 2,000 元留位費將於學生入學時，用作抵銷學費的一部分。
 - 丁、申請人可能會被要求遞交有助審批的其他任何資料/文件。
- 二、如延期入學的申請獲批准，申請人的獎/助學金資格將不予保留或轉讓。
- 三、**註冊期起**大學將不接受任何延期入學之申請。
- 四、如因健康原因申請延期入學，有關的醫療證明必須與此表格一併遞交。
- 五、申請者可以劃線支票/本票支付，抬頭請寫《澳門科技大學》。
- 六、學生在完成上述手續後約三週內將獲書面回覆，一切以郵戳日期為準。
- 七、本大學規定延期入學申請只限一次。
- 八、申請獲大學批准者，可保留學額一年。學生必須於延期入學通知書所述的限期前申請入讀；不按時提交申請者，將被視為放棄入讀，學額將不予保留及有關之留位費亦不予退還。
- 九、大學保留修訂及闡釋上述規定的一切權利。

Notes

1. A student who wishes to apply for deferring admission should complete this form and submit together with the following documents to the School of Continuing Studies before the specified registration period. Application will only be processed after payment is made and the form and related documents are submitted. Any other forms of application will not be accepted:
 - 1.1 Copy of ID Card (Original copy for verification)
 - 1.2 Copy of high school graduation certificate (Original copy for verification)
 - 1.3 Copy of Acceptance Letter
 - 1.4 Copy of tuition fee payment receipt or remittance receipt (Original copy for verification)
 - a. If the student has not paid the tuition fees before the due date, he/she has to pay MOP/HKD2,000 as Retention Fee. Related administrative procedures will not begin until payment has been settled.
 - b. In addition to the Retention Fee, MOP/HKD200 will be charged as administrative fee if the tuition fee had been paid at the time of application. For approved applications, MOP/HKD2,200 will be deducted from the tuition fees paid. The remaining balance will be refunded to students after all the administrative procedures have been completed.
 - c. The Retention Fee of MOP/HKD2,000 will be applied to partially pay up the tuition fee when the student is re-admitted.
 - d. Applicants may be required to provide further information/documentation in support of their application.
2. If application for deferring admission is accepted, the scholarships/grants awarded will not be retained or transferred.
3. No applications for deferring admission will be accepted once the registration period has commenced.
4. If deferring admission is due to health reasons, related medical certificate should be submitted together with this form.
5. Applicants can pay by crossed check/cashier's order made payable to "Macau University of Science and Technology".
6. A written reply will be sent to the student within 3 weeks (subject to postmark) upon completion of all the above procedures.
7. Applicants can apply to defer admission only once.
8. Successful applicants will usually be allowed to retain deferred status for 1 year. Such status will be cancelled and related retention fee will not be refunded if applicants fail to apply for resumption of study before the deadline specified in the Notification Letter for Deferred Admission.
9. The University reserves all rights and privileges to revise and interpret the abovementioned rules and regulations.