

Form CAR 31

Application for Taking Unqualified Subjects

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Student No.

--	--	--	--	--	--	--	--	--	--

Programme Title _____

Programme Code Stream Code

						-			
--	--	--	--	--	--	---	--	--	--

Contact No. _____

Mode of Study

Full-time Part-time

II. APPLICATION DETAILS

(a) I wish to apply for taking unqualified subject(s) in Semester **One/ Two/ Summer Term** * in the Academic Year 20__ / __.

No.	Subject Code	Subject Title	Subject Code of Pre-requisite (if applicable)
1			
2			

(b) Reason(s) for application _____

Signature of Student _____

Date _____

III. FOR OFFICE USE ONLY

This application is **approved / rejected** * by (Assistant) Programme Leader

Signature _____ Date _____
(Name: _____)

(For approved case) Computer record updated by _____ on _____

Notification sent to student by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. If students have failed a subject which is the pre-requisite of the follow-on subject(s) in the next semester, the follow-on subject(s) which they enrolled earlier will be removed from the subject registration record. They will not be qualified to attend classes of these subjects.
2. Students can seek special approval for waiving the pre-requisite requirements if they have a genuine need to do so. Alternatively, they can take other subjects in place of the unqualified subjects, if appropriate.
3. The application procedures are as follows:
 - i. complete Sections I and II of this form
 - ii. return the completed form to the General Office of the Programme Administrative Hosting Division concerned **before the end of the add/ drop period** of the semester concerned.
4. You will normally be notified of the result of the application in writing within one week after submission of the application.
5. Students are required to settle any outstanding fee or receive a refund of fee balance in accordance with the subject adjustment made during the add/ drop period. They will be notified of the payment matters via e-mail about five weeks after the commencement of that semester. If there is any fee remaining outstanding by the payment deadline, all subjects registered will be nullified. The student's registration on the programme concerned will also be declared null and void. On the other hand, the refund, if any, will be arranged by auto-pay to student's bank account.
6. The current level of tuition fees is applicable for the normal duration of your programme. Should you extend your study beyond the normal duration, adjusted fees, if any, will apply.
7. The information given in this form will only be used for processing this application.

General Offices of Academic Divisions

Division of Business and Hospitality Management (BHM)

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Telephone: 3746 0988

E-mail: do.bhm@cpce-polyu.edu.hk

Division of Languages and Communication (LC)

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Telephone: 3746 0929

E-mail: do.lc@cpce-polyu.edu.hk

Division of Science, Engineering and Health Studies (SEHS)

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Telephone: 3746 0388

E-mail: do.sehs@cpce-polyu.edu.hk

Division of Social Sciences, Humanities and Design (SSHD)

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Telephone: 3746 0998

E-mail: do.sshd@cpce-polyu.edu.hk