

**Application for Add/ Drop/ Change of Subject Groups  
(Under Very Exceptional Circumstances)**

Please read the notes overleaf before completing this form.

**I. PARTICULARS OF STUDENT**

Name \_\_\_\_\_

Student No.

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Programme Title \_\_\_\_\_

Programme Code					Stream Code				
					-				

Contact No. \_\_\_\_\_

Mode of Study  Full-time  Part-time

**II. APPLICATION DETAILS**

(a) I wish to apply for add/ drop/ change of subject groups in Semester **One/ Two/ Summer Term** \* in the Academic Year 20\_\_/ \_\_.

No.	Add			Drop		
	Subject Code	Subject Title	Group No.	Subject Code	Subject Title	Group No.
1						
2						
3						
4						
5						

(b) Reason(s) for application # \_\_\_\_\_

# Supporting document(s) should be accompanied with this application.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

**III. FOR OFFICE USE ONLY**

Subject Offering Division consulted, if applicable.

This application is **approved / rejected** \* by the designated officer of Programme Administrative Hosting Division

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 wish to change the subjects enrolled after the subject registration exercise, they should do so through the online add/ drop system during the add/ drop period as specified by CPCE Academic Registry (CAR).
2. The application will only be considered **under very exceptional circumstances** such as:
  - a. fulfilling all graduation requirements in the semester concerned;
  - b. Meeting the work schedules of the practicum subjects enrolled in the semester concerned;
  - c. Cancellation of subject groups;
  - d. Approval for transfer of study;
  - e. Health issues; or
  - f. Family matters.
3. The application procedures are as follows:
  - i. complete Sections I and II of this form
  - ii. return the completed form with relevant supporting documents 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 receipt of the application. You may also check the latest subject registration records via **my.HKCC/ my.SPEED Student Portal**.
5. You are only permitted to attend the subject groups in which you are registered. Attendance in non-registered subject group is not allowed.
6. Students will 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 email about five weeks after the commencement of that semester. If any fee remains 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, a refund, if any, will be arranged by auto-pay to the student's bank account.
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](mailto: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](mailto: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](mailto: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

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