

Office Use Only:

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職業訓練局
應用學習課程
Vocational Training Council
Applied Learning Courses



告假申請書 Application for Leave

學生姓名 Name of Student _____ (_____) 班別 Class _____
英文 English 中文 Chinese

修讀課程 Course Name _____ 分流 Stream _____

申請詳情 Details of Application

缺席 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日，缺席共 _____ 節課堂
Absence Absent from _____ to _____, total no. of lessons: _____

遲到/早退* _____ 年 _____ 月 _____ 日遲到/早退* _____ 分鐘
Lateness / Come late / Leave early* on _____ for _____ minutes
Early Leave*

(*請刪去不適用者 Please delete where appropriate)

原因 _____
Reason _____

遞交文件 ☐ 病歷證明 Medical Certificate
Document Attached ☐ 其他，請註明 Others, please
specify: _____

學生簽署	日期
Signature of Student _____	Date _____
家長/監護人簽署	家長/監護人姓名
Signature of Parent / Guardian _____	Name of Parent / Guardian _____
家長/監護人聯絡號碼	與學生關係
Contact Number of Parent / Guardian _____	Relationship with Student _____

注意事項 Points to Note:

- 學生須向課程導師遞交請假申請，**並提交相關證明文件**。
All application for leave should be **substantiated with documented proof** and forwarded to Course Tutors concerned.
- 課程的最低出席率要求為課程整體最高出席率之 80%。
The minimum attendance requirement for each course is 80% of the maximum possible attendance for the course.
- 學生如於課堂遲到/早退，而遲到/早退時數超過該課堂時數之 20%，該課堂將被視為缺席。
Students who are late/take early leave for more than 20% of the contact hours of the lesson will be counted towards “Absence” for that particular lesson.