

Leave Application Form 請假申請表

請假申請表須於每期訓練開始前最少一個月遞交至本會。所有過期申請將會收取\$100 行政費用。

Leave application should be sent to the HKTA at least one month prior to the training session started.

HK \$100 administration fee will be levied for each late application.

如課程開始後，不會接受請假申請 No leave application will be accepted once the course starts.

所有資料必須填寫，否則申請不被處理 *All information MUST be provided

Part I: To be completed by Player 由球員填寫	
Name of Player 球員姓名	
HKID/ Birth cert. no. 身份證/出生證明文件號碼	
Training Venue 訓練地點	
Course Code 課程編號	SQ – () – (G1 / G2 / Y1 / Y2 / P) – (01 / 02)

*Please check the course code on our website 請自行參閱時間表 <http://www.tennishk.org/hk/training/junior-training/junior-tennis-squad/timetables>

Reason for Leave 請假原因 (Please put a ✓)					
	Sick Leave 病假	Please attach medical certificate(s) 請同時附上醫生紙			
	School Work 學校活動	Please attach supporting documents, e.g. school calendar 請同時附上證明			
	Family or Holiday 家庭活動或旅遊	N/A			
	Others 其他	Please state reason(s) 請列明原因			
Month of leave applied 請假月份	From 由	(Year) 年	(Month) 月	To 至	(Year) 年 (Month) 月
Total no. of period 總期數 (兩個月為一期)					
Name of Parent 家長姓名			Mobile 聯絡電話		
Signature of Parent 家長簽署			Date of Application 日期		

Part II: HKTA Office use 由網總職員填寫		
Received Date	Confirmed Date	Remarks