

Hong Kong, China Tennis Centre, Kowloon Tsai Park, 13 Inverness Road, Kowloon City, Kowloon, Hong Kong (Attn: Junior Squad)  
Tel 電話: (852) 2336 0165 Fax 傳真: (852) 2338 7749 Website 網頁: [www.tennishk.org](http://www.tennishk.org) Email 電郵: [juniorsquad@tennishk.org](mailto:juniorsquad@tennishk.org)

## 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 HKCTA 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 )

\*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: HKCTA Office use 由網總職員填寫		
Received Date	Confirmed Date	Remarks