Leave Application Form 請假申請表

1) 請假申請表須於請於 雙數月份的 20 號或之前 遞交至本會
   Leave application should be sent to the HKCTA on or before the 20th of the even months.
2) 請假申請少於一個月**不需**填妥表格通知本會。
   If the leave application is less than one month, **No Need** to send the form to HKCTA.
3) 如學員因私人理由而未能出席訓練，本會將不會安排退款或補堂，超過 14 天的病假，並附上醫生證明，才可以申請在下期扣減學費。
   If participant takes leave for personal reasons, there shall be NO arrangement for refund or make-up class. Medical leave exceed 14 days, accompanied by a doctor's certificate, may eligible for a deduction in the next term's course fees.
4) 恕不接納逾期申請，已收取的費用亦不獲退還。
   Late applications will not be accepted, and any fees already paid will not be refunded.

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 No. 身份證號碼	
Training Venue 訓練地點	
Course Code 課程編號	SQ – ( ) – (G1 / G2 / Y1 / Y2)

Reason for Leave 請假原因 (Please put a ✓)			
	Sick Leave 病假	Please attach medical certificate(s) 請同時附上醫生證明	
	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		Contact phone No. 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

**請圈起適用者 Please circle appropriate*