

Room 1021, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong (Attn: Junior Squad - Potential)
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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前遞交至本會，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 由學員填寫	
Name of Player 學員姓名	
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 – () – P

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			
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 No. 聯絡電話			
Signature of Parent 家長簽署		Date of Application 申請日期			

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