



華語中心延期申請單  
MLC POSTPONEMENT FORM

姓名 Name		電話 Tel.		收據號碼 Receipt No.	
出生日期 Date of Birth		性別 Sex		護照號碼 Passport No.	
事由備註 Reason				舊班班別 The date of the Term you registered.	
				新班班別 The new term date you wish to postpone to.	
Office Use Only					
延期日期		學費金額		經辦人	

延期規則

1. 學生註冊若要延期上課，除了生病或有重大事件才得申請，但只能延期一次。
2. 若延期，須依校方要求附上證明（如在學證明、醫院證明、飛機票...）。
3. 延期的期限不得超過三個月。
4. 延期後不可要求退費。

POSTPONEMENT REGULATIONS :

1. Students may postpone their next semester only when they are sick or have Urgent matters to attend, but students may postpone it only once.
2. If students must postpone their next semesters, they must submit documents to prove it ( such as Certificate of Enrollment 、credentials from hospitals 、airline tickets ).
3. Students may not postpone their semester beyond three months.
4. No Tuition fee refund after postpone.

簽 名: \_\_\_\_\_  
Signature

日期: \_\_\_\_\_  
Date (Month 月/ Day 日/ Year 年)