

## Application for Registering as a Continuing / Maintenance Student

(Please read the guidelines overleaf before completing this form.)

### Student Particulars

CBCC     CIHE

Student Name: (English) \_\_\_\_\_  
(in BLOCK LETTER)

Student No: 

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(Chinese) \_\_\_\_\_

Study Mode:  Full-time mode/  Part-time mode

Phone/Mobile No.: \_\_\_\_\_

( Please “√” the appropriate box.)

Programme Name: \_\_\_\_\_

Programme Code: \_\_\_\_\_ Year of Study: \_\_\_\_\_ Section: \_\_\_\_\_

Academic Year: \_\_\_\_\_

### Details of Application (Please “√” the appropriate box)

- I would like to apply for registering as a *continuing student*. I intend to take course(s) of study load which is less than minimum study load in the academic year.
- I would like to apply for registering as a *maintenance student*. I will only take part in the reassessment in the academic year.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### Approved by the Registrar

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

### Office Use Only

	By	On			By		On
Form received				Student record updated	Computer	Student File	
Fee received (applicable to CIHE only) <input type="checkbox"/> maintenance fee (HK\$2,000) <input type="checkbox"/> tuition fee per credit HK\$_____ x ___ credits	\$ Receipt No.: _____	By	On	Issue new Student ID card to student			

## Guidelines on Application

1. Students who apply for registering as a continuing student are required to return the completed application form, together with the duly completed Student Registration Form to the Registry **by email** to [registry@cihe.edu.hk](mailto:registry@cihe.edu.hk) or **in person** to the Registry at Tseung Kwan O Campus on the date specified by the Registry. Payment advice of tuition fee will be issued by the Finance and Estates Office accordingly.
2. Students who apply for registering as maintenance students should return the completed application form to the Registry **by email** to [registry@cihe.edu.hk](mailto:registry@cihe.edu.hk) or **in person** to the Registry at Tseung Kwan O Campus on the date specified by the Registry. Payment advice of tuition fee will be issued by the Finance and Estates Office accordingly.
3. The Registry will not process the application unless the course enrolment in the Student Registration Form **has been endorsed by the Programme Leader / Lecturer / Academic Head concerned.**
4. A student who is registered as a continuing student **should enrol all the courses he / she needs to take at the time of registration before the commencement of the First Semester.** He / She is normally **not eligible for adding of courses.** Only under very special circumstances will adding of course(s) be allowed in the Second Semester. Such an application should be made in writing to the Registrar and will be sent to the Department concerned for consideration. A student approved of adding course(s) in the Second Semester is required to complete the procedures for adding course(s) and to pay the requisite credit fee. **In any event, such students are not eligible for dropping of course(s).**
5. Students who wish to apply for **exemption from Academic Regulations** (e.g. retaking a course which they have passed, taking a course and its pre-requisite in the same semester, etc.) **should apply to their Head of Department in writing on the registration day and must get his / her approval before enrolling in the course(s) concerned.** Otherwise, no refund of fees will be made if they are found to have enrolled in any courses which they are not allowed to take.
6. Students should familiarize themselves with the Academic Regulations governing the maximum length of study.
7. A new Student Identity Card will be issued to registered students in due course. Please check the timing for collection of card from the Registry's notice board on a later date.
8. Personal data provided in this form will be treated in strict confidence and will be used by the Institute / College for checking of records only.



