

Application for Registering as a Continuing / Maintenance Student

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

Student Particulars							
☐ CBCC ☐ CIHE Student Name: (English)		S	Student N	No:			
Study Mode: \Box Full-time mode/ \Box P (\Box <i>Please</i> " $$ " <i>the appropriate box.</i>)	art-time mode		Phone/M	Iobile No.:			
Programme Name:							
Programme Code:		Year of S	Study:		Section:		
Academic Year:							
Details of Application (Please " V	" the appropria	te box)					
 ☐ I would like to apply for register than minimum study load in the ☐ I would like to apply for register academic year. 	academic year	•					
Signature of Student				Date			
Approved by the Registrar Registrar				Date			
Office Use Only							
	By		On		E	Ву	On
Form received				Student record updated	Computer	Student File	
Fee received (applicable to CIHE only) ☐ maintenance fee (HK\$2,000) ☐ tuition fee per credit HK\$ credits	\$ Receipt No.:	Ву	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 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.
- Students who apply for registering as maintenance students should return the completed application form to
 the Registry by email to 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.

Caritas Institute of Higher Education AD/BD/HD Student Registration Form

Academic Year: 2021-2022	Programme:	Programme:					
Student ID:	HKID/Passport No.:	Sex:	Study Mode:		·	,	
Name:	()	Telephone:				
Date of Birth:	Nationality:		Religion:				
Address:							

Course Code	Course Title	Core*	Credits	Section	Pre-req uisite#	Retake Course (Code/Year) **	Enrolment Teacher's Initial
		Total					

Note: * Put 'Y' in the box if it is a core course.

Former School:

- # Put 'Y' in the box if you have passed the pre-requisite of this course or put 'N' if you have not passed the pre-requisite of this course. Put 'Nil' in the box if there is no pre-requisite for this course.
- ** Put 'Y' in the box if it is a retake course or put 'N' if it is not.

 If your answer is 'Y', please also mention the course code and the academic year in which you first took the course.

Student's Signature	Date	

**Caritas Bianchi College of Careers Student Registration Form (2021-22)

Student ID:		Name:		
Date of Birth:		HKID/Passport:	Sex:	
Phone 1:		Phone 2:	Email:	
Address:				Status:
Programme :				Entry Level*:
Current Level:	Class:	Dual Award:	Study Mode:	Year Admitted:

Course ID	Course Title		Credit**	Core	Sem./ Year	Sect.	Lecturer	Remark
		Total :						

Student's Signature Date