

**應用學習課程  
學生退修表格  
Applied Learning Courses  
Student Withdrawal Form**

**I. 學校及負責老師資料 School and Teacher-in-charge Information**

學校編號 School No.			—		
學校名稱 School name	(中文)				
	(English)				
負責老師姓名 Name of Teacher-in- charge	(中文)			職 位 Post	
	(English)				
電話 Tel. no.		傳 真 Fax no.		電 郵 Email	

**II. 退修學生資料 Withdrawn Student Information**

學生姓名 Name of student	(中文)	(English)	
學生編號 Student Reference Number (STRN)		班別 Class	

**III. 應用學習課程資料及退修原因 ApL Course Information and Reasons for Withdrawal**

課程名稱 Course Title		科目代碼 Subject Code	
年度 Cohort		課程提供機構 Course Provider	

學生退修原因 Reason(s) provided by the student for withdrawal\*:

- 離校 No longer enrolled in the school  
 重讀 Repeating a year level (重讀年級: \_\_\_\_\_ Year level repeated: \_\_\_\_\_)  
 其他原因 Other reason(s) (請註明 Please specify):

\* 本校已詳細了解該生擬退修應用學習課程的原因，並已提供輔導及支援，確保相關決定已經過審慎考量。The school has thoroughly understood the reasons for the student's intended withdrawal from the ApL course and has provided counselling and support to ensure that the decision has been carefully deliberated.

校長簽署  
Signature of Principal \_\_\_\_\_  
 校長姓名  
Name of Principal \_\_\_\_\_  
 日期  
Date \_\_\_\_\_

校印  
School Chop

請將已填妥表格電郵至 [aplapplication@edb.gov.hk](mailto:aplapplication@edb.gov.hk)。教育局收到表格後，會於十個工作天內更新學生入讀狀態，並以電郵通知學校。如有需要，本局會聯絡學校了解情況，給予意見及支援。

Please send the completed form via email to [aplapplication@edb.gov.hk](mailto:aplapplication@edb.gov.hk). The EDB will update the student's enrolment status within ten working days upon receipt of the completed form and notify the school by email. If necessary, the EDB will contact the school to understand the situation, and provide advice and support.

\*請在適當的空格填上「√」號 Please put a “√” in the appropriate box

# 個人資料收集聲明 Personal Information Collection Statement

## 收集個人資料的目的 Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：

The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

(a) 處理、核實、審核資格及查證各項補助和津貼，以及由教育局提供的教育服務的申請；

Activities relating to the processing, authentication and assessment on eligibility and counter-checking of application for individual grant and subsidy as well as education service provided by the EDB;

(b) 就上文(a)項所述申請的處理、核實、審核資格及查證，將個人資料與政府相關政策局／部門資料庫進行核對；

Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the application mentioned in (a) above;

(c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；以及

Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and

(d) 編製統計資料、研究及政府刊物。

Activities relating to compilation of statistics, research and Government publications.

2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理有關申請。

The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

## 可獲轉移資料者 Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：

The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

(a) 政府其他政策局及部門，以用於上文第1段所述的用途；

other Government bureau and departments for the purposes mentioned in paragraph 1 above;

(b) 與本表格相關的學校，以用於上文第1段所述的用途；

the school in which the form relates for the purposes mentioned in paragraph 1 above;

(c) 受聘於教育局以提供服務或意見的人員、代理人、服務供應商或機構，以用於上文第1段所述的用途。

personnel, agent, service provider or organisations engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;

(d) 你曾就披露個人資料給予訂明同意；以及

where you have given your prescribed consent to such disclosure; and

(e) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

## 查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：

You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to

教育局課程發展處應用學習組 Applied Learning Section, Curriculum Development Institute, Education Bureau

電話 Tel: 3698 3186 傳真 Fax: 2714 2456

電郵 Email: aplinfo@edb.gov.hk