應用學習課程
Applied Learning Courses

學生離校報告表
Form for Reporting Student Departure

學校須知 Notes to School

♦ 如有修讀應用學習課程的學生離校，學校須透過網上校管系統的「應用學習模組」遞交資料或填寫此表格並傳真(2714 2456)至教育局課程發展處應用學習組辦理，並將表格正本存檔及將副本交予離校學生。如有查詢，請致電教育局應用學習組（3698 3186）。

Upon departure of students who take Applied Learning (ApL) courses, school should submit the information via the "ApL Module" of the WebSAMS or return the completed form by fax (2714 2456) to the Applied Learning Section, Curriculum Development Institute, Education Bureau (EDB). This form (original) should be retained by the school and a copy should be given to the departing student. For enquiries, please call the Applied Learning Section of the EDB at 3698 3186.

離校學生須知 Notes to Departing Student

♦ 學生如在轉校後，擬**繼續修讀**應用學習課程，須帶同此表格的副本及「*學生到校報告表*」到新就讀學校辦理。<u>學生必須獲得新就讀學校的批准，方可繼續修讀應用學習課程</u>。

Student who intends to **continue the study** of ApL course(s) should bring the copy of this form and the *"Form for Reporting Student Admission"* to the school to which he/she is newly admitted for processing. <u>Approval must be obtained from the new school in order to continue studying ApL course(s).</u>

♦ 擬**退修**應用學習課程的學生，須向有關課程提供機構辦理退學手續。

Student who intends to **withdraw** from ApL course(s) should complete the formal withdrawal procedure with the course provider(s) concerned.

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 organizations 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

學校資料 SCHOOL INFORMATION

學校名稱 School Name			學校編號 School No.							-					
聯絡人 Contact Person		電話 Tel. No.			傳真 Fax No.										

離校學生資料 INFORMATION OF DEPARTING STUDENT

學生編號 STUDENT REFERENCE NUMBER (STRN)	
姓名 NAME	(中文)　　　　　　　　　　　(English)
離校日期 (日日-月月-年年年年) DEPARTURE DATE (DD-MM-YYYY)	
聯絡電話 CONTACT TELEPHONE NUMBER	

學生繼續修讀應用學習課程的意願 STUDENT'S INTENTION OF CONTINUING ApL COURSE(S)

	年度 Cohort	模式 Mode	科目代碼 Subject Code	課程名稱 Course Title	課程提供機構 Course Provider	應用學習 班別編號 ApL Class Code	學生意願[註] Student's Intention [Note]
1							☐ 繼續修讀 Continue to Study ☐ 退修 Withdraw ☐ 尚未決定 To be Confirmed
2							☐ 繼續修讀 Continue to Study ☐ 退修 Withdraw ☐ 尚未決定 To be Confirmed

學生去向[註] STUDENT'S DESTINATION [Note]

☐　轉校 Changing school
　　將就讀學校名稱 Name of school to be attended: _____

☐　就業 Employment

☐　海外升學 Studying abroad

☐　其他，請註明 Others, please specify: _____

註 Note: 請在適當空格內加上「✓」號。Please put a "✓" in the appropriate box(es).

校長簽署
Signature of Principal　_____
日期
Date　_____

校印
School
Chop