

## Refund Application Form 退款申請表

注意事項：請把填妥表格、連同有關證明文件一併交回本院以便辦理申請手續。  
本院待收齊填妥之申請表格及有關證明文件後，方可處理台端之申請。

Notes：Please return the **form together with relevant supporting document** to Academy for processing the application.  
Application will be processed upon receipt of the completed application form and relevant supporting document.

<b>課程名稱及編號</b> Program Title & No.	
<b>申請退款原因</b> (請在適當地方加上✓號)  <b>Reason for the Application for Refund</b> (Please tick as appropriate)	<input type="checkbox"/> 多付繳款 Excess payment
	<input type="checkbox"/> 其他 (請說明) Others (Please specify)
已繳費用 (Fee Paid):	
繳費方式 (Paid by):	
退款金額 (Fee Refund):	

申請人英文姓名 Name of Applicant (in English) 中文姓名 (in Chinese) (先生/女士/小姐)\* (Mr./Mrs./Ms.)\*  
 電郵地址 E-mail address 聯絡電話 Contact No.

\*請刪去不適用者 \*Please delete if inappropriate

申請安排需要 14 個工作天，院方會正式通知申請者結果。

The application process will take 14 working days and the result will be notified to applicant by Academy.

申請人簽署 Applicant's Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

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For AASFP Use Only - Endorsement and Approval

Applicant submitted application form together with:  Relevant Supporting Document

Student No.	Receipt No.	Handled by:	Date:
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<b>Action(s):</b>	<input type="checkbox"/> Refund Credit card / Cash / Cheque (Ref.: _____ ) Others: _____	<b>Result:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Reject Others: _____
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Application approved by : \_\_\_\_\_ (Finance Manager) Date : \_\_\_\_\_