



奧福兒童音樂班

ORFF MUSIC & MOVEMENT COURSE

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請假表格 LEAVE APPLICATION FORM

學員資料 STUDENT PARTICULAR

* 學生姓名 Student Name : _____

* 所屬分校 Campus : 香港分校 Hong Kong School / 九龍分校 Kowloon School

(請刪去不適用者 Please delete as appropriate)

* 上課時間 Lesson Time : _____

* 缺席日期 Leave Date : _____

* 原因 Reason : _____

* 家長聯絡電話 Parent Contact : _____

學員守則 RULES & REGULATIONS

- 如申請病假，須於上課前三小時通知本中心，並於七日內遞交請假表格及醫生證明，否則恕不補課。
- Please inform centre at least 3 hours in advance if you apply for sick leave. No make-up class will be provided if doctor cert and application form cannot be submitted within 7 days after the lesson date.
- 如申請事假，須於上課前最少三日前向本中心請假，否則恕不補課。學生每學期可申請最多 2 次補課。
- Application must be submitted at least 3 days in advance. No make-up class will be provided if application is submitted less than 3 days. Each student can apply maximum 2 make-up lessons in each semester.

* 請簽署確認已瞭解並接受守則

* Please sign to confirm you understand and accept the rules and regulations.

簽署 Signature : _____

申請日期 Application Date : _____

職員專用 FOR OFFICIAL USE ONLY

Class Code :

Approved Rejected

GROUP CLASS SCHEDULE

Handled By :

Date :