

## 轉換套票申請表

### Application for Flexicoupons

**學員姓名 Name:** (中文) \_\_\_\_\_ (English) \_\_\_\_\_

**聯絡電話 Contact No.:** \_\_\_\_\_

本人現向 貴中心申請將課程學費轉換至靈活套票，並同意如獲批准須繳付每項課程行政費港幣\$150。I hereby send my application for changing course fee to Complimentary Coupons to CCDC Dance Centre and agree to pay an administrative charge of HK\$150 per course after approval.

**現就讀之課程 Enrolled Courses :**

課程編號 Course Code	課程名稱 Name of Course	上課時間 Time	費用 Fee
			<input type="checkbox"/> HK\$150
			<input type="checkbox"/> HK\$150
合共費用 Total :			HK\$

**轉換套票原因 Reason for Application for Complimentary Coupons :**

傷患(請附上醫生信副本)  與其他課程時間相撞(請附上其他課程收據副本)  
 轉換工作時間(請附上公司信副本)  其他(請詳列)

**備註 Remarks:** \_\_\_\_\_

**學員簽署 Signature :** \_\_\_\_\_ **申請日期 Application Date :** \_\_\_\_\_

- 填妥表格後，可親身交回 CCDC 舞蹈中心辦公室或傳真至 3705 8513。有關申請批准與否，將再個別通知申請者，並以申請日期起作計算。  
 Please submit the completed form in person to CCDC Dance Centre's Office or fax to 3705 8513.  
 Applicant will be notified after the form is received.
- 套票數目計算方法為：(已繳學費/全期堂數 × 餘下堂數/每張套票)。  
 The number of coupons is calculated as: (paid course fee/ no. of sessions of the term x no. of remaining sessions) / Single coupon fee.
- 有關套票使用日期，將按個別情況處理，如成功申請將獲最少一個月至最多三個月有效期。  
 The expiry date of the coupons will be decided by cases. The expiry date will be within one to three months after issuance.

**辦公室專用 For Office Use:**

Coupon Total:	Coupon No.:	Expiry Date:
Student No.:	By:	Date:
<input type="checkbox"/> Computer Record <input type="checkbox"/> Attendant Sheet	Admin. Charge:	Receipt No.: