

NOTES TO STUDENTS

1. Any student who wishes to take a short period of absence from class should obtain prior approval by following the procedures specified below:-
 - (i) Submit an application for leave of absence as early as possible before the leave is taken except under special circumstances such as an accident.
 - (ii) Complete Sections I and II of this form and submit it together with documentary proof in original such as medical certificate to Hong Kong Community College (HKCC).
2. HKCC reserves the right to verify the authenticity of the supporting document(s) with the respective issuing organisation(s) for the purpose of processing this application. It is a serious offence to provide forged document(s), and disciplinary action shall be taken within College of Professional and Continuing Education where a case is identified. The College shall also reserve the right to report the forgery to the police.
3. Student should not attend classes if he/she is infected by contagious diseases.
4. A student who is absent from an examination, owing to sickness or other circumstances beyond his/her control, is advised to consult for guidance as early as possible. Regarding the Application for Late Assessment, please refer to the section 'Late Assessment' in the Student Handbook.
5. The information given in the form will only be used for processing this application.

* You may submit your application to:

- (i) PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon (*fax number: 2994 8721*) or
- (ii) PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon (*fax number: 2625 4159*)