



Application for Exemption

Note:

- Information provided will be proceeded for this application and filed in student record.
- This application form should be submitted by post to **CAEP, School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon.** (Please mark 'Application for Exemption' on the envelope.)
- All information in this form must be completed by the applicant clearly.
- Exemption fee of HK\$200 per subject will be charged. A crossed cheque should be made payable to 'Hong Kong Baptist University'. Please write down the name, student number and contact number at the back of the cheque.

PERSONAL PARTICULARS

Name in English: _____ Student No.: _____
(For official record, this should correspond with your HKID card.)

Name in Chinese: _____ HKID Card No.: _____

Contact No.: (home) _____ (mobile) _____ (office) _____

Email address: _____

Address: _____

PROGRAMME OF STUDY:

- CP0141 - Professional Diploma in Workplace English for Executives
 CP0140 - Advanced Proficiency Certificate in Business English (Oral Communication)
 CP0139 - Proficiency Certificate in Business English (Written Communication)

Subject Code	Subject Title	Supporting Document(s) and Date issued	For Office Use Only		
			Approved for		Disapproved
			Exemption	Credit Transfer	

Student's declaration on 'Transfer of Credit / Exemption' Status

- Number of subjects already granted for 'Transfer of Credit / Exemption' by the School in this programme level: _____
Please list the approved subject codes _____

I understand that the total number of subject hours that can be exempted in a Proficiency Certificate / Advanced Proficiency Certificate Programme is limited to a maximum of not more than half of the total number of subject hours required for the programme; for a Professional Diploma Programme, the maximum exemption is one quarter of the total number of subject hours.

I hereby declare that the above information is true. I understand that the School reserves the right to disqualify my application if the information given on this application form is found untrue.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE

No. of C.T. & Exemption already granted : _____
 No. of C.T. & Exemption applied on this form : _____
 No. of subject pending for result : _____
 No. of subject hour overflow : _____

Exemption Fee HK\$200 (per subject) x _____ subjects = HK\$ _____ Cheque No.: _____
 (For non-SCE subjects & results from School Exemption Qualification Examination)

Received by: _____ (/ /) Receipt No.: _____

CAEP-ST-002 (07/2009)