



HKFYG Lee Shau Kee College 香港青年協會李兆基書院
Guidelines on S.2 to S.5 Admissions 中二至中五級插班申請須知
2016-2017

1. Application period : From Monday, 16 January 2017 to Friday, 10 February 2017
申請期限： 由 2017 年 1 月 16 日(星期一) 至 2017 年 2 月 10 日(星期五)
2. Applications will be considered on a case-by-case basis and should be submitted to our General Office by hand. Due to the administration work required, applications made after the stated period will not be processed.
申請人(或其家長)需於指定期限內親臨本校校務處遞交插班申請，本校將按個別情況審理。
3. Applicants should ensure that all documents are submitted as required. The application will be processed after complete set of documents are submitted.
申請人應細心檢查所遞交之文件是否齊全，如有遺漏，本校將待收齊所有補交資料後才會處理該入學申請。

Compulsory 必須遞交：

- 3.1 Hong Kong Identity Card (Both original and photo copies)
申請人的香港身分證(正本及影印本)；
- 3.2 Last two years' school reports copies
最近兩年的成績表(正本及影印本)；
- 3.3 Application fee: HK\$50 (Non-refundable)
報名費: HK\$50 (不設退款)

Payment method: Scan the barcode below at the following supermarkets, including Circle K, VanGo and China Resources Vanguard. Write down student's Chinese and English names, and parent's phone number at the back of the payment receipt. Attach the receipt to the application form for submission. In case the receipt is lost before submission, the applicant should re-settle the payment.

繳費方法：利用下方條碼，到 OK 便利店、VanGO 便利店或華潤萬家超市繳付費用，付款收據須連同入學申請表一併遞交。請於付款收據背面寫上學生中英文姓名、學生編號及家長聯絡電話。若不幸遺失付款收據，則必須重新繳款。



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Optional 可選擇遞交：

- 3.4 Copies of records of extra-curricular activities, voluntary service and awards obtained in the past two years (if any)
最近兩年的課外活動、服務、獲獎記錄影印本(如有)；
 - 3.5 Letter of Recommendation by School Principal (not compulsory)
校長推薦信(非必要)；
 - 3.6 A portfolio should be of no more than TEN A4 pages (not compulsory)
家長並非必須遞交學生的個人檔案。如遞交，請以十頁 A4 紙為限(成績表除外)
4. All documents should be submitted in A4 sized paper and clipped with a binder clip. Applicants should prepare all required documents in advance, as the school does not provide services of photocopying or printing.
上述各類文件，請以 A4 紙張影印，並用長尾夾夾好。本校不設影印或列印服務，申請人須自備所需文件。

5. Applications forms, application fees and other documents submitted can neither be cancelled nor retrieved regardless of whether the application is successful or not.
無論申請成功與否，已提交的申請表、報名費及其他文件一經遞交，一概不可取回或退還。
6. Applicants will be invited to attend an admission test and the school will arrange the exact date and time individually later. If the result of the admission test is satisfactory, the applicant will be invited to attend an individual interview.
申請人需出席入學試，本校將於稍後時間個別安排應試日期及時間。若入學試的成績理想，申請人將獲邀出席一次個人面談。
7. Applicants will be notified the result of application (and also the procedure of registration, for successful applicants) by phone within 7 working days after attending the admission test or interview.
本校將於入學試或面試後七個工作天內以電話通知申請人有關申請結果及註冊程序。
8. Applicants applying for S.4 and S.5 admissions should browse the school website to know our NSS framework in advance. Due to limited quota of subjects offered, the school does not guarantee that the applicant can be offered the favourite electives. Applicants are advised to call the Office to know the existing available electives before submitting applications.
申請人若打算插班中四或中五應預先到本校網頁了解本校新高中課程的框架及相關資訊。由於各科的名額有限，本校不能保證申請人能獲編配所有心儀的選修科。本校建議申請人於遞交插班申請前先致電校務處了解各選修科的最新學額供應情況。
9. Application form to be returned to 遞交入學申請表地點:

HKFYG Lee Shau Kee College	香港青年協會李兆基書院
1/F, General Office, 12 Tin Kwai Road, Tin Shui Wai, Yuen Long, New Territories	新界元朗天水圍天葵路 12 號 一樓校務處
Office Hours Monday to Friday: 9:00 a.m. to 5:00 p.m. Saturday: 9:00 a.m. to 12:30 p.m. (Closed on Sundays and public holidays)	辦公時間 星期一至五: 上午九時正至下午五時 星期六: 上午九時正至下午十二時三十分 (星期日及公眾假期休息)
Enquiries 查詢 Telephone: 2146 1128	

10. **Scholarship and Fee Remission:**
Information about scholarship/fee remission can be obtained from the school website and the application form is available in the General Office, or can be downloaded from www.hlc.edu.hk.
申請人可於本校網頁獲取有關獎學金/學費減免的資訊，並且向校務處索取或自行於網上下載申請表格(www.hlc.edu.hk)。
11. All information from applicants will be held **STRICTLY CONFIDENTIAL** and will be used solely for processing applications to HKFYG Lee Shau Kee College.
申請人所提供的所有資料，只用於入學申請事宜，並會機密處理。
12. According to clauses stipulated in the Personal Data (Privacy) Ordinance, the applicant has the right to access and amend personal data provided in the application form.
根據《個人資料(私隱)條例》的規定，申請人有權查詢或更改所提供的個人資料。



HKFYG Lee Shau Kee College 香港青年協會李兆基書院
Application Form for Transferred Students 轉校申請表

For official use only 校方專用	
Date of Application 申請日期: _____	Application Number 申請編號: _____
Result of Application: 申請結果: <input type="checkbox"/> Interview 約見 日期: _____	<input type="checkbox"/> Rejected 不予取錄 <input type="checkbox"/> Accepted 取錄
Remarks: _____	
Principal's/Vice Principal's Signature: _____	Date: _____
Registration Date 註冊日期: _____	
Admission Date 入學日期: _____	Admitted to 編入班別/組別: _____ Houst 社: _____

Level applied for 申請入讀級別: _____

Applicant's Particulars 申請人資料:

Student Reference Number (STRN) issued by EDB
 教育局發給之學生編號: _____

Name in English 英文姓名:
 (same as HKID 與身份證相同) _____

Name in Chinese 中文姓名:
 (same as HKID 與身份證相同) _____ Sex 性別: _____

Nickname 別名:
 (e.g. Peter) _____ Age 年齡: _____

Place of Birth 出生地: _____ Nationality 國籍: _____

Date of Birth (dd/mm/yy) 出生日期 (日/月/年): _____ / _____ / _____

HKID No. 香港身分證號碼: _____ (_____)

Home Address in English (in BLOCK Letters) 英文住宅地址 (請以英文正楷填寫):



Home Address in Chinese 中文住宅地址:

Siblings Attending Our School 就讀本校兄弟資料 (if any 如有) Class 班級: _____ Name 姓名: _____

Parents'/Guardians' Particulars 家長 / 監護人資料:

	Parent / Guardian I 家長 / 監護人 I	Parent / Guardian II 家長 / 監護人 II
Name 姓名		
Relationship 與申請人關係		
Home Telephone number 住宅電話		
Office Telephone number 辦公室電話		
Mobile 手提電話		
Occupation 職業		

Educational Background 學歷：

From 由 Month/ Year 月/年	To 至 Month/ Year 月/年	Level 級別	Primary School(s) Attended/ Attending 曾經/ 現時就讀小學名稱		Medium of Instruction 授課語言
			中文		
			English		
			中文		
			English		

Reasons for leaving the present school 轉校原因： _____

Other Information (past two years) (Continue on separate sheets if necessary)

其他資料 (最近兩年) (如有需要，可另頁補充)

<u>Non-academic awards 獎項</u>	<u>Issuing organizations 頒發機構</u>	<u>Years 年份</u>
<u>Voluntary services 服務</u>	<u>Organizations 機構</u>	<u>Years 年份</u>
<u>Extra-curricular activities 聯課活動</u>		

I do/ do not* authorize the School to contact the applicant's present school to obtain further information for the purpose of this application.

本人*同意/不同意如有需要，貴校可向申請人所屬學校索取有關資料，以供考慮收生之用。

Date
日期： _____

Signature of Parent/Guardian
家長 / 監護人簽署： _____

*Please delete as appropriate 請刪去不適用者