

**Application for Add/ Drop/ Change of Subject Groups
(Under Very Exceptional Circumstances)**

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Mode of Study Full-time Part-time

Student No.

Programme Code					Stream Code				

II. APPLICATION DETAILS

(a) I wish to apply for add/ drop/ change of subject groups in Semester **One/ Two/ Summer Term** * in the Academic Year 20__/ __.

No.	Add			Drop		
	Subject Code	Subject Title	Group No.	Subject Code	Subject Title	Group No.
1						
2						
3						
4						
5						

(b) Reason(s) for application # _____

Supporting document(s) should be accompanied with this application.

Signature of Student _____ Date _____

III. FOR OFFICE USE ONLY

This application is **approved/ rejected** * by the CPCE Academic Registry

Signature _____ Date _____
(Name & Position: _____)

(For approved case) Computer record updated by _____ on _____

Notification sent to student by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. If students wish to change the subjects enrolled after the subject registration exercise, they should do so through the online add/ drop system via the **my.HKCC/ my.SPEED Student Portal** during the specified add/ drop period.
2. The application will only be considered **under very exceptional circumstances** such as:
 - a. fulfilling all graduation requirements in the semester concerned;
 - b. Meeting the work schedules of the practicum subjects enrolled in the semester concerned;
 - c. Cancellation of subject groups;
 - d. Approval for transfer of study;
 - e. Health issues; or
 - f. Family matters.
3. The application procedures are as follows:
 - i. complete Sections I and II of this form;
 - ii. return the completed form with relevant supporting documents to the CPCE Academic Registry **before the end of the add/ drop period** of the semester concerned.
4. You will normally be notified of the result of the application in writing **within one week** after receipt of the application. You may also check the latest subject registration records via the **my.HKCC/ my.SPEED Student Portal**.
5. You are only permitted to attend the subject groups in which you are registered. Attendance in non-registered subject group is not allowed.
6. You will be required to settle any outstanding fee or receive a refund of fee balance in accordance with the subject adjustment made during the add/ drop period. You will be notified of the payment matters via email about five weeks after the commencement of that semester or about three weeks after the commencement of Summer Term. If any fee remains outstanding after the payment deadline, all subjects registered will be nullified. The student's registration on the programme concerned will also be declared null and void. On the other hand, a refund, if any, will be arranged by auto-pay to the student's bank account.
7. The information given in this form will only be used for processing this application and/ or statistics purposes.

CPCE Academic Registry

For Degree programmes

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: sp.car@speed-polyu.edu.hk

Telephone: 3746 0900

For Associate Degree/ Higher Diploma programmes

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: cc.car@hkcc-polyu.edu.hk

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