

Application for Concurrent Enrolment

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT/APPLICANT

Name _____ HKID / Passport No. _____

Daytime Contact Number _____

II. PROGRAMMES FOR WHICH APPROVAL FOR CONCURRENT ENROLMENT IS BEING SOUGHT

(1)	Institution	Hong Kong Community College	Applicant / Student No.	
	Programme Code and Programme Title		Planned duration of study (academic year)	From ____-____ to ____-____ (e.g. 2013-14 to 2014-15)

(2)	Institution		Faculty / Department	
	Programme Title		Programme Code	
	Mode of Attendance [^]		Stream (if any)	
	Student / Application No.		Planned duration of study (academic year)	From ____-____ to ____-____ (e.g. 2013-14 to 2014-15)

[^]Mode of Attendance: FT = full-time / PT = part-time / SAND = sandwich / DL = distance learning
MIX = mixed mode / OL = on-line

III. REASON(S) FOR CONCURRENT ENROLMENT (please use additional sheet(s) if the space is insufficient)

Signature of Student / Applicant _____ Date _____

DECISION OF THE COLLEGE

Supported / Not supported* by
Programme Leader _____ Date _____

Approved by _____ Date _____

Notified student of results on _____

* delete as appropriate

NOTES TO STUDENTS/APPLICANTS

1. Students/Applicants are not allowed to enrol concurrently on two full-time/sandwich programmes, whether or not one of the programmes is offered by another institution. Except for programmes which do not lead to any formal award. Written approval from the Director of Hong Kong Community College (HKCC) should be obtained before registration in case you wish to enrol concurrently on a full-time/sandwich programme and a part-time programme, or on more than one part-time programme, including those offered by another institution. Approval or otherwise is subject to the decision of the Director.
2. Students/Applicants who enrol on two programmes concurrently should note that it is their responsibility to maintain a clash-free timetable. NO alternative arrangement will be made in the event of time clash for classes and examinations.
3. You must complete Sections I, II and III of the form and return it to HKCC* before you register on the programmes concerned. Failure to obtain approval may subject you to disciplinary actions including discontinuation of study at HKCC.
4. You will normally be advised of the result of their applications in writing within two weeks.
5. Please note that 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*)