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| OFFICE USE ONLY  由本學院填寫 |
| Payment Item Type  交費類別  313000000006 |
| LL Card Status  🞎 PRTD (Printed)  (If LL Card has not yet been printed, please provide Photo Collection Form for new application.) |
| Receipt No.:  收據號碼 |

**Application for Replacement of Lifelong Learner Card**

**補領終身學員證申請表格**

*Application for replacement of Lifelong Learner Card is subject to approval of the School on receipt of the completed application form in person with HK$50 processing fee.*

*申請補領終身學員證須經學院批准方為核實，每張費用為港幣五十元正。*

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| 1. **Student Information 學生個人資料** | | | | |
| Name (on HKID or Passport) 香港身分證或護照上的姓名 |  |  | Name in Chinese  中文姓名 |  |
| HKID or Passport No.  香港身分證/護照號碼 |  |  | Student No.  學生證號碼 |  |
| Contact Phone  聯絡電話 |  |  | Email Address  電郵地址 |  |
| Correspondence Address  通訊地址 |  | | | |

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| Last Programme/Course Attended: (Year 年份: )  最近一次就讀課程 (Please specify 請列明)  □ Part-time兼讀課程 □ Full-time 全日制課程  □ Alumni 校友會會員 (If applicable 如適用 □Part-time tutor兼職教師/ □HKU SPACE Staff 員工) |

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| 1. **Reason for Replacement 補領原因** |
| □ Loss 遺失 □ Damage 損毀 (Please return the damaged card 請交回已損毀的終身學員證)  □ Amendment of Student’s Name 更改姓名  (Please attach the documentary evidence, HKID card copy & old Lifelong Learner Card)  (請提交有關證明文件、香港身份證副本及舊證)  □ Others 其他: (Please specify 請列明) |

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| 1. **Important Notes to Students 重要注意事項** |
| 1. Lifelong Learner Card issued by the School is an important proof of identity and should be kept with good care.   終身學員證用以證明 閣下的學員或校友會會員身份，學員或校友會會員須小心保管。   1. Lifelong Learner Card is not transferable. Falsification or misuse of the Card constitutes an offence and is subject to disciplinary action.   終身學員證不得轉讓。偽造、不正當使用終身學員證屬違反校規，學院有權作出紀律處分。   1. In the event that the Lifelong Learner Card is found, students / alumni should immediately return it to the School for cancellation.   若學生或校友會會員報失後尋回舊證，須盡快將舊證交還本學院。 |

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| 1. **General Notes to Students 一般注意事項** |
| 1. Fees can be paid at any HKU SPACE Enrolment Centres by cash, EPS, crossed cheque/bank draft, credit card (VISA/MASTER), Alipay or WeChat Pay, or by post with a crossed cheque/bank draft (payable to “HKU SPACE”).   費用可於香港大學專業進修學院任何一所報名中心以現金、「易辦事」、劃線支票/銀行本票、信用卡(VISA/萬事達卡)、「支付寶」或「微信支付」繳付，或郵寄劃線支票/銀行本票(抬頭請註明「香港大學專業進修學院」)。   1. The fee collected is for processing your service request and is non-refundable and non-transferrable except under very exceptional circumstances.   除由學院裁定的特殊情況外，已繳的費用，概不退還或轉讓。   1. For applications by mail, receipts will be issued for fees paid by mail to applicants, but HKU SPACE will not be responsible for any loss of receipt sent by mail.   如經郵遞申請，學院在收妥費用後，將發出付款收據並以郵遞方式寄予申請人，惟學院對郵遞付款收據的任何遺失事故，概不負責。   1. Lifelong Learner Card will be mailed to you directly once it is ready. Please ensure that the contact information on this form is correct. HKU SPACE will not be responsible for any loss of Lifelong Learner Card sent by mail.   終身學員證完成後會直接郵寄給申請人。請確保在表格上填寫的聯絡資料絕對正確。惟學院對郵遞終身學員證的任何遺失事故，概不負責。   1. The normal processing time is 14 to 21 working days.   一般處理時間為14至21個工作天。 |

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| 1. **Personal Information Collection Statement 收集個人資料聲明** |
| Your personal data collected on this form will only be used for processing your service request and payment and related communications. Your data will solely be handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time. If you would like to update your personal data with the School, please fill out the “Application Form for Personal Data Amendment” and submit it to HKU SPACE. 閣下提供的個人資料只用作處理 閣下之學務事項申請、付款及有關通訊用途，只有香港大學專業進修學院職員才能處理有關資料，但亦可能會轉移到為學院提供有關服務的委託人處理。如欲更改 閣下之個人資料，請填妥「申請更改個人資料表格」並交回本學院。 |

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| 1. **Declaration 聲明** |
| I declare that the information given above is true and correct. I understand that if I knowingly give any false information, I will be subject to disciplinary action.  本人聲明本申請表所載一切資料，均屬真確，若有填寫虛假資料，學院有權對本人作出紀律處分。    Signature簽署 Date 日期 |

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