



保良局羅氏基金中學
Po Leung Kuk Laws Foundation College

入學申請表 (插班生 New Comer)

Application for Admission

| | |
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| 由學校填寫 For School Use Only | |
| Application No. | |
| Date | |
| Year | |

申請人資料 Applicant's Information

| | | | |
|---|-------------------------------|---|--------------------------------------|
| 姓名 Name | 中文姓名 Name in Chinese | 性別 Gender <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female | 申請人近照 Applicant's Recent Photo |
| | 英文姓名 Name in English | | |
| 申請班級 Form / class applying for | | | |
| 出生日期 Date of Birth | / / (DD 日 / MM 月 / YYYY 年) | 年齡 Age | |
| 國籍 Nationality | | 出生地點 Place of Birth | |
| 香港出生證明書/身份證號碼/其他 (請註明) HK Birth Certificate/ ID No. / Others (Place specify) | | | |
| 住址 Home Address | 中文 Chinese | | |
| | 英文 English | | |
| 通訊地址(如與上列不同) Correspondence Address (if different from above) | 中文 Chinese | | |
| | 英文 English | | |
| 電話 (住宅) Tel (Home) | | | |

曾就讀學校 Previous Schools Attended

| 年份 Year | 班級 Class / Form | 學校 Name of School |
|---------|-----------------|-------------------|
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申請人的專長和興趣 (包括體育、社會服務、藝術等) 如不敷應用, 請另頁書寫
Talents and Interests of the Applicant (including sports, community service, art, etc.)

Should the space be insufficient, please attach a A4 paper

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家庭成員資料 Family Information

| | 姓名 Name | 職業 Occupation | 工作機構名稱 Name of Company | 聯絡電話 Telephone |
|---------------------------------|------------|------------------|---------------------------|-------------------|
| 父親 Father | 中文 Chinese | | | |
| | 英文 English | | | |
| 母親 Mother | 中文 Chinese | | | |
| | 英文 English | | | |
| 監護人 Guardian (如適用 If Any) | 中文 Chinese | | | |
| | 英文 English | | | |

兄弟在本校就讀 Sibling(s) studying in this school

| 姓名 Name | 班別 Class | 就讀期間 Duration | 與申請人之關係 Relationship |
|------------|-------------|------------------|-------------------------|
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本校任職之親友 Connections

你有否認識現時於本校任職之人士?

Do you know anyone working in Laws Foundation College?

否 No 有 Yes: 姓名: _____ 現職: _____ 關係: _____
Name Present Position Relationship

報名須知 Information on Application

1. 入學申請表格已放置在本校校務處，有意申請入讀本校者，可到本校校務處索取；亦可經由本校網頁下載申請表格。
Application forms can be obtained from our school or downloaded from our website.
2. 申請人請親身將下列文件交回本校(以 A4 紙張為佳)，為避免郵遞失誤，郵寄、電郵或傳真恕不接受。The applicant is required to submit the following documents (A4 paper size) in person. Documents sent via mail, email or fax will not be processed.
3. 遞交申請表時，請附下列證明文件之影印副本，總頁數請勿超過 12 頁：
Please enclose copies of the following documents, with no more than a total of 12 pages:
 - 填妥並已貼上近照之申請表連同報名費港幣五十元正(只收現金)
The completed application form with a recent passport-sized photograph attached together with the application fee of HK\$50 (cash only).
 - 最近兩年成績表影印副本。
School reports copies of the last two years.
 - 課外活動表現及服務的證明文件及其他特別才藝的文件影印副本。
Evidence of participations and achievements in extra-curricular activities and service.
 - 有關英語及普通話水平之證明 (如適用)。
Evidence showing good English and Putonghua skills (if available).
 - 香港身份證副本。
Photocopy of Hong Kong I.D. Card.
 - 貼妥郵票\$2 之回郵長信封(23CM x 10CM)一個，請寫上申請人姓名及地址。
Enclose 1 self-addressed and stamped HK\$2 envelope (23CM x 10CM) with applicant's name and address.
4. 考生必須通過插班生試，其校內成績及操行亦一併考慮。
Students must pass the admission test, their school results and conducts will also be taken into consideration.
5. 學費 Tuition Fee
 - 中一至中三年學費港幣\$18,000 (分十期繳交)
Annual school tuition fee for S1 to S3 is \$18,000 (10 installments)
 - 中四至中六全年學費港幣\$22,000 (中四及中五分十期繳交)(中六分五期繳交)
Annual school tuition fee for S4 to S6 is \$22,000 (10 installments for S4 & S5) (5 installments for S6)
下學年學費將有所調整，但加幅將不會多於 10%
The school fee will be raised by not more than 10% next year.
 - 為鼓勵成績優異之學生，本校設有獎學金。
To encourage academic excellence, an academic scholarship has been set up.
 - 清貧學生，包括來自領取綜援家庭的學生及領取學生資助辦事處財政資助的學生，可申請學費減免。
Needy students, including those from families receiving the CSSA and students receiving financial assistance provided by the Student Finance Assistant Agency could apply for school fee remission.
 - 有關學費減免及獎學金詳情，請參閱本校網頁。
For further information of fee admission and academic scholarship, please visit our school website.
6. 插班生試日期將另行通知。
The date for remission test will be announced later.
7. 獲得取錄之申請人將由學校書面通知。
The School will notify successful applicants in writing.

學校政策聲明 Policy Statements

1. 目的 Purpose

本校收集閣下之個人資料作為考慮閣下申請本校學位之用。獲取錄之學生的個人資料將被納入本校學生紀錄中。

The personal data collected by the school is for consideration of your application. Data of successful applicants will be kept as part of the school's student records.

2. 資料使用 Data User

只有本校授權人士方可查閱及使用閣下提供之資料。

Only authorized personnel can access and use the data provided.

3. 資料儲存 Retention of Data

除非獲申請人同意，否則本校會於是次招生程序完結後，將申請人之資料銷毀。

Unless otherwise consented by applicants, unsuccessful applications will be destroyed upon completion of the admission.

4. 資料更改 Data Correction

申請人如欲查閱及更改所提供之人資料，請以書面交回本校校務處。

Applicants who wish to request access to, and correction of, their personal data may write to the General Office.

5. 所有遞交文件恕不歸還。

All documents submitted will not be returned.

申請人聲明 Declaration of the Applicant

本人已閱讀及明白 貴校之收集個人資料。

本人於此申請表及向 貴校提供之其他資料，均完整無誤。本人明白，任何虛報或隱瞞重要事實之行為，會導致本人之申請不獲考慮。

I confirm that I have read and understood the policy statements of Po Leung Kuk Laws Foundation College on Personal Data Collection.

The information I supplied in this form and any attachment is complete and correct. I understand that any willful misrepresentation or withholding of material information will lead to disqualification from the admission.

家長/監護人簽署

Signature of Parent/Guardian

家長/監護人姓名

Name of Parent/Guardian

日期

Date

遞交表格注意事項

Remarks on Application form Submission

請將填妥之申請表格連同所需文件及費用，於報名時間內親臨保良局羅氏基金中學遞交。(郵遞或傳真申請，概不受理)

The completed application form must be submitted **IN PERSON** to Po Leung Kuk Laws Foundation College.

(Application made by post or fax will NOT be entertained)

地址： 新界將軍澳陶樂路8號 (查詢電話: 2701 8778)

Address: No. 8 To Lok Road, Tseung Kwan O, New Territories (For enquiries: 2701 8778)

報名時間： 星期一至五 上午九時至下午四時

星期六 上午九時至中午十二時

Application Time: Monday to Friday 9:00am – 4:00pm

Saturday 9:00am – 12:00nn