

換班申請表

Application Form for Class Change

換班規則：Regulations for Class Changes

1. 申請時間 *Class change period* :
2. 只有程度不合的學生才能換班。 *Only students whose original classes are not suitable for their level can apply for Class Changes.*
3. 想要加入的班級人數還沒額滿。 *You have to make sure the class you want is not full yet.*
4. 換班前須知會原上課班級教師並請教師簽名。 *Before changing your class, you must inform your teacher of your decision and have him/her sign on your application form.*
5. 得到想要加入的班級的授課老師同意並簽名。 *You must have the teacher of the class you want to sign on your application form to show their approval.*
6. 於換班期限內將表格交回華語中心確認並同意才可換班。 *Hand in the application form to CLC office during the class change period. The procedure of the class change is completed only after the confirmation and agreement of CLC.*
7. 若選擇特別課程需另付差額。 *The tuition of special courses is different from regular courses. Students who choose special courses should pay for the surplus amount of tuition.*

換班流程：The Procedure of Class Changes:

班級一：週一、週三、週五 Class One : Monday, Wednesday, and Friday	學生填寫 For Student to Fill in	旁聽教室（行政人員填寫） The Classroom Suggested for You to Audit (For the Administrative Staff in CLC office to Fill in)
➔	姓名 Name : _____ 原班級 Original Class : _____	班級 Class : _____ 教室 Classroom : _____ 承辦人 Staff : _____ 日期 Date : _____
➔	換班後班級教師簽名 Your New Teacher's Signature	原班級教師簽名 Your Original Teacher's Signature
完成 Finished 換班申請表交回華語中心確認 Hand in the application form to CLC to make the final confirmation	日期 Date : _____	日期 Date : _____

班級二：週二、週四 Class Two : Tuesday and Thursday	學生填寫 For Student to Fill in	旁聽教室（行政人員填寫） The Classroom Suggested for You to Audit (For the Administrative Staff in CLC office to Fill in)
➔	姓名 Name : _____ 原班級 Original Class : _____	班級 Class : _____ 教室 Classroom : _____ 承辦人 Staff : _____ 日期 Date : _____
➔	換班後班級教師簽名 Your New Teacher's Signature	原班級教師簽名 Your Original Teacher's Signature
完成 Finished 換班申請表交回華語中心確認 Hand in the application form to CLC to make the final confirmation	日期 Date : _____	日期 Date : _____

