

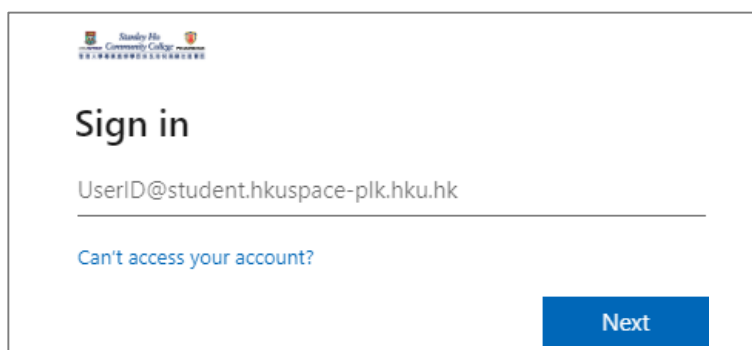
HKU SPACE Po Leung Kuk Stanley Ho Community College**Application for Course Exemption for students who have not received
sufficient training in Chinese Language**

To apply for Course Exemption for students who have not received sufficient training in Chinese Language, please follow the steps below to submit an application via e-Form (<https://eform.hkuspace-plk.hku.hk/form/hp31-cex-c-application-for-course-exemption-for-students-who-have-not-received-sufficient-training-in-chinese-language/entry>) and settle a non-refundable and non-transferable application fee of HK\$200 online.

(a) Step-by-Step Guide to Submit an Application via e-Form

Complete and submit your application via **e-Form** by following the steps below:

- i. Click on the [e-Form link](#) and log in with your account.
(e.g., [20xxxxxx@student.hkuspace-plk.hku.hk](#)).

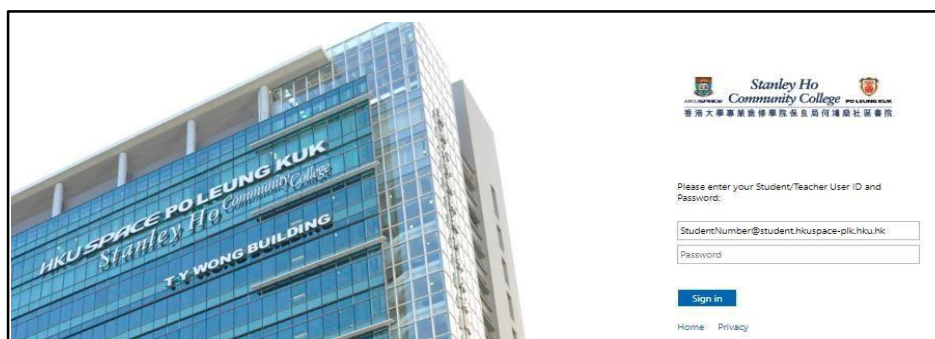
***Notes on login name of your account in e-Form***

- Make sure you log in your account with the following format:
YourStudentNumber@student.hkuspace-plk.hku.hk
(e.g. [20xxxxxx@student.hkuspace-plk.hku.hk](#))
- Remember NOT to share your account with others in submitting applications

ii. Enter your password and click “Sign In”.

Notes on password

- This password is the same as the one you use to log in to the Wi-Fi and computers at the College.
- If you have not used these facilities before, please try the default password, which is the first five characters of your identity document (e.g. Hong Kong Identity Card) number you registered with for your programme.
- If you have forgotten your password, please email it.support@hkuspace-plk.hku.hk for assistance.



iii. After you have successfully logged in¹, you will be able to view the e-Form. Please read through the important notes first before filling out the form.

Stanley Ho
Community College
香港大學專業進修學院及香港社區學院

[Form Dashboard](#) | [History](#) | [Logout](#)

(HP31-CEX-C) Application for Course Exemption for students who have not received sufficient training in Chinese Language

Notes to students:

- Before submitting the application, you **MUST** read the regulations and procedures listed under "Course Exemption" on the Student Handbook and check whether you are eligible for making this application.
- Students who have applied through the Stage 1 Online Registration System or submitted an earlier application DO NOT need to apply again.
- Students who have sat for HKDSE/HKCEE/HKALE Chinese subjects or equivalent are not eligible to apply for exemption from Chinese course(s) regardless of the examination results. Other qualifications are considered on a case by case basis.
- Any applications for course exemptions must be made in accordance with the following procedures; otherwise, they will not be considered:
 - Applications must be made on or before 31 August of each academic year. Late applications will not be accepted.
 - Settle a non-refundable application fee of HK\$200 per application upon completion of this e-form. Accepted payment methods include Credit Card (Visa, MasterCard, JCB), WeChat Pay HK, AlipayHK, and BoC Pay.
 - Sufficient reasons and supporting documents must be provided in support of the application.
 - Applications by other means, e.g. letters or e-mails, will not be accepted.
 - Applicants may be required to attend interviews and sit for placement tests.
- The decision on granting a student exemption from taking a compulsory course and/or exemption from attendance of such course rests with the College Principal or his delegate, and the decision shall be final.
- The College will assign a substitute course in the same or next available semester as a replacement if the exemption is approved. The College may adjust your timetable during or after the class swapping period.
- If there are no Chinese courses in your curriculum this academic year, please submit the application next year.
- For enquiry, please contact the College at 3923 7000 during office hour or by email to hpshec10@hkuspace-plk.hku.hk or hpshec13@hkuspace-plk.hku.hk.

¹ If you encounter any issues about the login, try the following

- (1) Check your username and password.
- (2) Check your internet connection.
- (3) Make sure you are using a supported web browser (Google Chrome, Microsoft Edge).
- (4) Email to IT Support (it.support@hkuspace-plk.hku.hk) with an error screenshot for further assistance.

iv. Settle Payment Online after Submitting an Application

After you have successfully submitted the application, you will be directed to the following payment page to settle the payment via *Credit Card / WeChat Pay HK / AlipayHK / BoC Pay*. Please follow the instructions from the page after you confirm your payment method.

- **Application fee: HK\$200**

Home English

Select Your Payment Method

Payment Method

VISA Mastercard GC3 WeChat Pay AlipayHK BoC Pay

Payment Overview

Item Description: (HP31-CEX-C) Application for Course Exemption for students who have not received sufficient training in Chinese Language

Reference No: [redacted]

Total Amount: 200

Personal Information

First Name: [redacted]

Last Name: [redacted]

Email: [redacted]@learner.hkustspace.hku.hk

Confirm

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(b) Completion of Application

- If you have completed the application, you will receive acknowledgement email (via College email).
- The College will assign a substitute course in the same or next available semester as a replacement if the exemption is approved. The College may adjust your timetable during or after the class swap period.
- You may also click on “History” via **e-Form system** to check your payment and application status.

Form Dashboard **History** 繁 | Logout

Submission History

SUBMISSION ID	APPLY DATE	DISPLAY TITLE	LAST UPDATE	STATUS
1825	2024-04-25 16:15:15	Application for Course Exemption for students who have not received sufficient training in Chinese Language	2024-04-25 16:16:12	Pending

- For enquiries about your application, please contact the College at 3923 7000 during office hour or by email to hpshcc10@hkustspace-plk.hku.hk or hpshcc13@hkustspace-plk.hku.hk.