HKU SPACE Po Leung Kuk Stanley Ho Community College

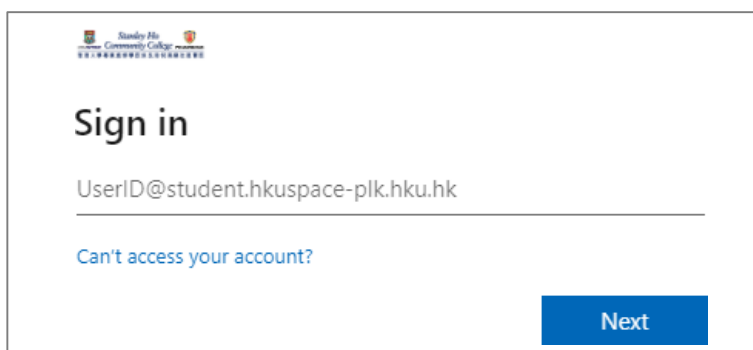## Application for Course Exemption / Exemption from Course Attendance of

Core English Courses

To apply for Course Exemption for students who with satisfactory results in a course equivalent to the specified core English course they are required to take, or with outstanding results in the public examination (e.g. HKDSE / IELTS / GCSE), please follow the steps below to submit an application via e-Form (https://eform.hkuspace-plk.hku.hk/form/hp31-cex-e-application-for-course-exemption-exemption-from-course-attendance-of-core-english-courses/entry) and settle a non-refundable and non-transferable application fee HK$200 per course 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.
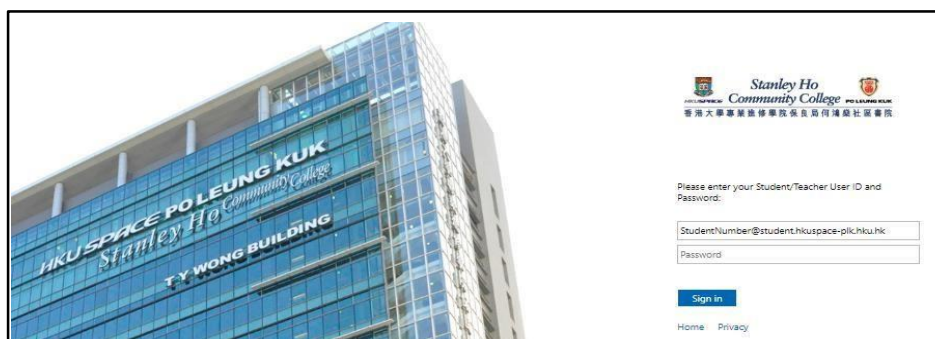**(e.g., 20xxxxxx@student.hkuspace-plk.hku.hk).**

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.*

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iii. After you have successfully logged in[1], you will be able to view the e-Form. Please read through the important notes first before filling out the form.

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[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 per course**

(b) Completion of Application

i) If you have completed the application, you will receive acknowledgement email (via College email).

ii) 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.

iii) You may also click on "History" via **e-Form system** to check your payment and application status.

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