

HKU SPACE Po Leung Kuk Stanley Ho Community College

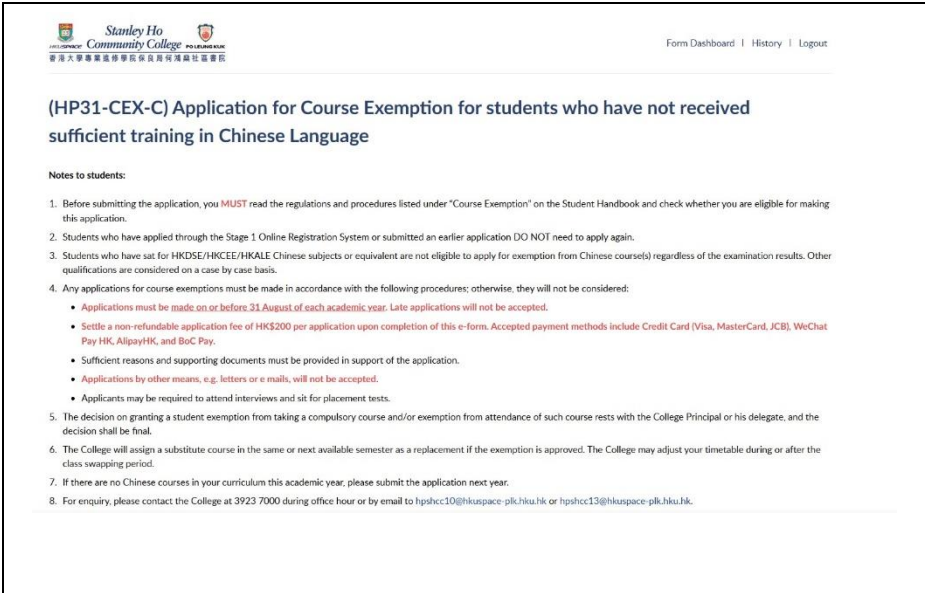
Application for Course Exemption for students who have not received sufficient training in Chinese Language

To apply for Course Exemption for students who have not received sufficient training in Chinese Language, please follow the steps below (a)  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 (b)  settle a non-refundable and non-transferable application fee of HK\$200 online.

(a) Steps 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 using your account and password.
Refer to the [e-Form System Student Login Manual](#) for login instructions.
- ii. 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.



The screenshot shows the application form interface. At the top, there are logos for Stanley Ho Community College and HKU SPACE. The title of the form is "(HP31-CEX-C) Application for Course Exemption for students who have not received sufficient training in Chinese Language". Below the title, there is a section titled "Notes to students:" followed by eight numbered points. The points provide detailed instructions and rules for the application process, including deadlines, fees, and required documents. The interface is clean and professional, with a clear layout for the user to read the notes before proceeding.

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.

(b) 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**

Stanley Ho Community College
香港大學專業進修學院保良局何鴻燊社區書院

Home English

Select Your Payment Method

Payment Method

VISA Mastercard JCB WeChat Pay AlipayHK BoC Pay

Payment Overview

Item Description: (HP31-CEX-C) Application for Course Exemption for students who have not received suffi

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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(c) Completion of Application

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

Stanley Ho Community College
香港大學專業進修學院保良局何鴻燊社區書院

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 hpsbcc10@hkustspace-plk.hku.hk or hpsbcc13@hkustspace-plk.hku.hk.