

投訴申請表 Complaint Application

- 注意事項 : 請把填妥表格、連同有關證明文件一併交回本院以便辦理申請手續。
本學院待收齊填妥之申請表格及有關證明文件後，方可處理台端之申請。
- Notes : Please return the **form together with relevant supporting document** to Academy for processing the application. Application will be processed upon receipt of the completed application form and relevant supporting document.

課程名稱及編號 (如有) Program Title & No. (if any)	
投訴事項及原因(請附相關證明文件) Reason(s) for Complaint Application (Please attach supporting document)	

學號 Student ID No.	身份證號碼 HKID No.
申請人英文姓名 Name of Applicant (in English)	中文姓名 (in Chinese) (先生/女士/小姐)* (Mr./Mrs./Ms.)*
電郵地址 E-mail address	聯絡電話 Contact No.

*請刪去不適用者

*Please delete if inappropriate

申請安排需要 14 個工作天，院方會正式通知申請者結果。

The application process will take 14 working days and the result will be notified to applicant by Academy.

申請人簽署
Applicant's Signature: _____

日期
Date: _____

For AASFP Use Only - Endorsement and Approval

Applicant submitted application form together with: Relevant Supporting Document

Handled by: _____ Date: _____

Action(s):		Result:	<input type="checkbox"/> Approved <input type="checkbox"/> Reject <input type="checkbox"/> Pending Others: _____ _____ _____
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Application approved by : _____ (Academy Affairs Officer) Date : _____

_____ (Admin. Manager) Date: _____

_____ (Program Officer) Date: _____

_____ (CEO) Date: _____

_____ (ACC) Date: _____