



Important Notice

Ref: RG/21/STD/078

To: **All Students**

From: Registry

Date: 13 August 2021

Re: **Application for Course Exemption for 1st Semester, 2021-22**

(Circulation by student intranet, Institute email account and Registry notice boards)

Please be informed that the application period of the captioned is as follows:

16 August – 24 September 2021

1. Application form for **Course Exemption** can be downloaded from the following location in the **Student Portal** <http://studentportal.cihe.edu.hk>:

Click the following items after login:

- (1) “Registry”, (2) “Registry Services”, and then (3) “Forms”

Please submit the **duly completed application forms and the supporting documents** (e.g. course syllabuses / course outlines and academic transcripts showing the results of the courses concerned), where appropriate, within the above-mentioned period to **the Registry Counter (2/F Student Services Centre at CIHE Building)** or by email to (registry@cihe.edu.hk).

2. Students who fail to submit applications within the above-mentioned period will be charged an **administration fee of HK\$120** for each late application. The Registry has the discretion whether or not to grant permission for the late application and only under exceptional circumstances will the late applications be considered.

Thank you for your kind attention.

