



Request of Copy of Receipt/Attendance Record Form (MED08C)

Student Name: _____ Student No.: _____

Tel. no.: _____

Course Name: _____/_____/_____/_____

Course Code(s): _____/_____/_____/_____

Payment Method: _____

Item(s)	Please choose the following: Attention to:	Fee/HK\$
<input type="checkbox"/> Copy of Receipt	<input type="checkbox"/> To whom it may concern: <input type="checkbox"/> Others, please specify: To: _____	HK\$ 10.00 / course Total: HK\$ _____
<input type="checkbox"/> Attendance Record <i>(for purpose other than CPD)</i>	<input type="checkbox"/> To whom it may concern: <input type="checkbox"/> Others, please specify: To: _____	HK\$ 10.00 / course Total: HK\$ _____

Total HK\$: _____

Remarks:

1. The re-issued receipt is only a COPY of the original receipt for specific use.
2. Copy of receipt/certificate/attendance record must be collected by students in person at PolyU ONLY to avoid any loss in postage delivery.
3. For CEF reimbursement purpose, you are not requested to submit this request form. Upon successful completion of the course and passed the assessment components, a CEF letter will be issued when you submit the CEF claim form for verification.
4. Please settle the fee by cheque payable to "The Hong Kong Polytechnic University".

Signature of Student

Date

Collected by

Date