

崇真書院
中二至中五級插班生入學申請須知

1. 申請辦法

- 1.1 親臨本校校務處領取入學申請表或透過本校網頁(<http://www.ttc.edu.hk>)下載。
- 1.2 繳交入學申請表日期：由 22/1/2024 起
- 1.3 繳交入學申請表時間：星期一至五 9:00a.m.-4:00p.m.
星期六 9:00a.m.-11:30a.m.
- 1.4 提交申請時，需附以下文件交回學校正門指定收集箱內：
 - a. 插班生入學申請表。
 - b. 學生出生證明書或身份證複印本。
 - c. 過去兩年上下學期成績表影印本。
 - d. 過去兩年課外活動相關證明文件影印本。*收取的複印本不會發還，本校亦不提供複印服務。
- 1.5 家長所提供的個人資料，必須確保準確及完整。倘若家長未能向本校提供所需的資料或提供錯誤/不完整的資料，將會影響其子女之學位申請。

2. 面試安排

- 2.1 所有申請人會於遞交申請表後約兩星期接獲**電郵**通知初步審視結果。合資格之申請人將出席筆試和面試。筆試會考核申請人中、英、數的學習能力，而面試將以面談形式進行，着重考生的溝通能力。
- 2.2 經初步審視後，如本校暫時未能提供面試的申請者，將放於後備面試名單，如至 5/7/2024 下午 4 時前仍未接獲電郵通知，則可作落選論。

***註 1： 個人資料收集及使用**

本校根據《收集及使用個人資料》守則收集學生個人資料；家長向本校提供個人資料之前，請細閱以下事項：

1. 有關申請人的個人資料只會用於是次申請學位用途或與其直接有關的用途。
2. 只有本校授權人士方可查閱及使用有關資料。
3. 所有遞交文件概不歸還，該等資料將於 31/8/2024 後將被銷毀。
4. 家長如欲根據《個人資料（私隱）條例》要求查閱和/或更改個人資料，請以書面向本校校長提出。

Tsung Tsin College
Application for S.2-S.5 Rolling Admission

1 Application procedures

- 1.1 Application form can be obtained from school office or downloaded from the school webpage <http://www.ttc.edu.hk>
 - 1.2 Admission date: Starting from 22nd January 2024
 - 1.3 Office hours: Monday to Friday 9:00a.m. to 4:00p.m.
Saturday 9:00a.m. to 11:30a.m
 - 1.4 Submit the following documents in person:
 - 1.4.1 A completed application form
 - 1.4.2 A photocopy of the student's Birth Certificate / Hong Kong Identity Card
 - 1.4.3 The academic report cards of previous two academic years
 - 1.4.4 The extra-curricular activities/awards documents of previous two academic years
- *All submitted documents will not be returned. No photocopying service will be provided.
- 1.5 The information provided by parents must be ensured to be accurate and complete. If parents fail to provide the required information to the school or provide incorrect/incomplete information, it will affect their children's application.

2 Assessments & Interview

- 2.1 Within two weeks from the date of submitting the application, the release of results will be sent by ***email***. Only selected applicants will be invited to attend the assessments and interview. Written test of Chinese, General English and Mathematics will be given to the applicants. An interview will be held before/after the written papers to test the applicants' communication skills.
- 2.2 The initial review of unsuccessful applicants will be placed in the waiting list. If they have not received an email notification by July 5, 2024 4:00p.m., the application should be considered as unsuccessful.

Personal Data Collection and Use

Our school collects students' personal data in accordance with the 'Code of Practice on Personal Data Collection and Use'. Before parents provide personal data to our school, please read the following information carefully:

1. Personal data will only be used for purposes directly related to the application for admission, unless parental consent is obtained.
2. Only authorized personnel of our school are allowed to access and use the relevant data.
3. All submitted documents will not be returned and will be destroyed after August 31, 2024.
4. If parents wish to request access to and/or make changes to personal data in accordance with the 'Personal Data (Privacy) Ordinance', please submit a written request to the Principal of our school.