



Notes on Application for Forms Two–Five (2024-2025)

2024/25 年度中二至中五插班生申請須知

(1) **Application Period 接受申請日期**

14-6-2024 (Friday 星期五) – 28-6-2024 (Friday 星期五)

(2) **Application Form 領取表格**

Application forms could be obtained from the school office or downloaded from the school webpage <https://www.elegantia.edu.hk> from 14th June 2024 onwards.

由 14-6-2024 起可親臨本校領取申請表或於本校網頁下載 <https://www.elegantia.edu.hk>。

(3) **Guidelines on Submission of Application 遞交表格須知**

1. Documents for Submission of Application 文件

- (1) Completed application form with the applicant's photo affixed in the designated space
已填妥之申請表（在指定位置貼上近照）
- (2) Photocopies of the applicant's school reports of the past two years
過往兩年成績表副本
- (3) Evidence of participation and achievement in extra-curricular activities and services
活動 / 服務證明文件 / 比賽獎狀副本
- (4) Recommendation Letter from the Principal (if any)
校長推薦信(如有)

2. Submission of Application 遞交表格方法

- (1) The completed application form and the documents could be submitted by **HAND / EMAIL / POST on or before the closing date.**
填妥表格後，可親臨本校、以電郵或郵寄方式提交
- (2) For application to be submitted **by post**, please **write 'Application for Forms 2-5 (2024-2025)' clearly on the envelope.**
以郵寄方式提交，信封面註明「2024-2025 中二至中五插班生申請」
- (3) For any application to be submitted **by email**, the completed application form and documents should be sent in the PDF format on admission@elegantia.edu.hk with the email subject line 'Application for Forms 2-5 (2024-2025)'.
若以電郵提交申請表，須將申請表及相關資料以 pdf 格式檔電郵 (admission@elegantia.edu.hk) 至本校，電郵請註明「2024-2025 中二至中五插班生申請」。

(4) **Admission Criteria 錄取準則**

Admission criteria include the applicant's academic results, conduct, co-curricular activities, services, interview(s), written test results, etc. The number of places available in each of the forms will also be taken into consideration. Selected applicants will be notified to sit for the written tests and interview(s). Parents are reminded not to call for the enquiry of the application results.

插班學位申請將以下列準則作取錄考量：學校成績、操行、活動、服務、面試及筆試表現等。最後錄取也須視乎各級實際學額作考慮。本校會通知合適者進行面試及筆試，家長不用向本校查詢申請結果。

(5) Office Hour 辦公時間

The school office hour is as follows 以下為學校校務處辦公時間：

Monday – Friday 周一至周五: 8:30 am – 12:30 pm, 2:15 pm – 4:30 pm

Saturday 周六: 9:30 am – 12:30 pm

(6) Personal Information Collection Statement 收集個人資料聲明

All personal data provided in the application form will only be used for admission purpose and data held by the school will be kept confidential.

申請人在報名表格上所提供的個人資料，只用於是次申請。所有收集的資料將會保密處理。

(7) Enquiries 查詢

Miss Wu, Mr. Tai 胡小姐、戴先生

Telephone 電話：2468 3680