

Student Helper Weekly Working Hours Operation System Working Hour Extension Form

Student ID:		Date:	
Official English Name:		Mobile:	

Working Hour Extension

According to the Student Helper Policy Review 2008, it was resolved that all full-time degree students (local and non-local) would be eligible to undertake part-time work on campus for not more than 12 hours per week. In case of special circumstances, the students can appeal to the Career Centre with the support of an academic/administrative department/office.

Proposed Maximum Working Hours per week (Sun – Sat) : _____

The proposed maximum working hours per week should not exceed 17 hours.

Student's cGPA: _____

Reason(s) for Extension: _____

_____	_____	_____
Office/Department Stamp	Endorsed by (Name of Staff)	Tel / Ext No.

For Career Centre Use Only:		
_____	_____	_____
Received Date	Head, Career Centre	Date of Approval

Please return this form to the Career Centre (WLB 402, The Wing Lung Bank Building for Business Studies, Shaw Campus).

Tel: 3411 7440