



# Pods

The 2024-2025 school admission application form may be obtained from our general office on 4<sup>th</sup> November, 2023(Saturday) from 9:00am until 1:00pm or downloaded from our website from 16<sup>th</sup> October to 4<sup>th</sup> November. Application forms will no longer be available after this period.



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**LOCATION:** 1/F, Magnolia Mansion, No. 4 Tin Hau Temple Road,  
and 1/F, Park Commercial Centre, 180 Tung Lo Wan Road

**Website:** [www.pods.edu.hk](http://www.pods.edu.hk)

**CALL 3460 3560**

## **Important notes for downloading:**

- To print out the application form, please input the student name, including the full English name and date of birth. Our computer system will record the name and reference number of all individual applicants for future use. Please print out the application form immediately after inputting all required information. Please do not attempt to save the application form for later printing as all data may be lost.
  - If you are applying for multiple family members, please refresh the download button and repeat the application process.
  - All completed application forms should be submitted by hand or should reach our school by post on or before 11<sup>th</sup> November, 2023 (Saturday). Please note that our office hours are 9:00am until 4:30pm (Mon to Fri) and 9:00am until 1:00pm (Sat). Please include all supporting documents with each application. Application forms which carry a post-date after 11<sup>th</sup> November, 2023 will be considered as late submission. We shall not be responsible for any postal delays or loss of application form during delivery.
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## 2024 至 2025年新生入學須知

2024 至2025 年度新生入學申請表將於二零二三年十一月四日(星期六)上午九時正至下午一時正在校務處派發。家長亦可於十月十六日至十一月四日於本校網頁下載表格。敬請 貴家長留意本校新生入學申請表索取日期及時間，逾期恕不接受。

校舍地址：香港天后廟道四號景香樓一樓/  
銅鑼灣道180號百樂商業中心一樓

網址：[www.pods.edu.hk](http://www.pods.edu.hk)

電話： 3460 3560

### 網上下載注意事項：

從網上下載表格必須填寫申請兒童之英文全名及出生日期，電腦系統將會紀錄申請者之申請編號及姓名。填寫資料後必須即時列印，申請表方為有效。

如有其他兄弟姊妹同時需要申請2024至2025度之學位，必須重新登入，再填寫另一份申請表。

完成下載程序後，請 貴家長於二零二三年十一月十一日(星期六)前連同申請表及所需文件於辦公時間：星期一至五，上午九時至下午四時三十分；星期六，上午九時至下午一時親臨遞交或郵寄至本校。如因郵遞延誤或寄失，本園恕不負責。郵寄申請表將以郵政局郵戳日期為準。