



**Student Helper Weekly Working Hours Operation System
Working Hour Extension Form**

Date: _____

Student ID: _____ Name in English: _____

Mobile: _____ Non-BU Email: _____

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 need circumstances, the students can appeal to the Head of Career Centre and seek for his approval

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

According to the Immigration Measures for Non Local Students, they are allowed to take up part-time on campus employment for not more than 20 hours per week

Student's cGPA: _____

Reason for Extension: _____

Office Chop	Approved by (Name of Staff)	Tel / Ext No.
For Career Centre Use Only: 		
_____	_____	_____
Received Date	Approved Date	Head of Career Centre