

APPLICATION FORM

Part A 甲部: Programme Applied 報讀課程

Please put a tick in the appropriate box 請於適當空格內加上“✓”號

- Certificate in Leadership and Management
 Certificate in Planning and Starting a Business
 Other program 其他課程: _____

Session 時段: Day 日間 / Evening 夜間
 Mother Tongue 母語: Chinese 中文 / English 英文
 Others 其他 _____

Part B 乙部: Personal Particulars 個人資料

Please complete in BLOCK LETTERS 請以正楷填寫

Name 姓名		
	English 英文	Chinese 中文
HKID No. 身分證號碼		Gender 性別 Male 男 / Female 女
Date of Birth 出生日期	Day 日 Month 月 Year 年	Age 年齡
Contact No. 聯絡電話	Home 住宅	Mobile 手提電話 Office 辦公室
E-mail 電郵地址		
Address 地址		
Academic Qualifications 學歷		
Working Experience 工作經驗		
	Title 職位	Period 年份 Company 公司

Part C 丙部: Guardian / Emergency Contact 監護人 / 緊急聯絡人

Name 姓名		Relationship 關係	
E-mail 電郵		Contact No. 電話	

Part D 丁部: Source of Information 資訊來源

You may choose more than one option. 可選擇多於一項

- Business+ Website 網站 Referral from Friends 友人介紹 Referral from Connected Organizations 相關機構介紹
- Information Seminar 講座 E Promotion 網上宣傳 Others 其他
(Please Specify 請列明訊息渠道: _____) (Please Specify 請詳細列明: _____)

Is it your first time to take our course? 閣下是否第一次報讀本校課程?

- Yes 是 No 否 (Please Specify 請列明課程: _____)

Part E 戊部: Terms 條款

1. 你所提供的個人資料會用作入學及註冊。本機構會將你的個人資料保密，但亦可能將這些資料提供予本機構有關人員及為本機構提供服務的其他人員及機構。 The personal data collected about you will be used for the purpose of Admission and Registration. Personal data held by the Company related to you will be kept confidential but they may be provided to appropriate personal of the Company and other parties providing services to the Company.

2. 你必須提供本表格所要求的個人資料以便本機構提供你所需要的服務。你亦須確保該等資料的完整及準確。如你未能提供所要求的資料或所提供的資料不準確或不完整，本機構可能無法提供你所需要的服務。 The personal data requested in this form is mandatory for us to provide services to you. Please make sure that the data are completed and accurate. If you fail to provide us the data requested or if the data provided is inaccurate or incomplete, we may be unable to provide the services to you.

3. 在個人資料 (私隱) 條例下，你有權查閱及更正你的個人資料。詳情請向本機構職員查詢。 Under the Personal Data (Privacy) Ordinance ("the Ordinance"), you have the right to request access to and correction of personal data held by the Company related to you. Contact the Company Staff for details.

4. 一經取錄，學員必須於開課前一個月內繳交所報讀課程的首期學費及準時繳交其餘的學費。所繳交之學費不得轉讓他人。 Upon the acceptance of the application, students should pay the first installment of the programme(s) applied within one month prior to the course commencement and should pay the remaining tuition fees punctually. Tuition fee is non-transferable.

5. 於必要時，本機構有權就原定上課日期、時間及原定導師作出更改或調動。 The Company has the right to make changes of all original programme schedules (i.e. date, time and instructor)

DECLARATION 聲明：

本人證實本報名表內所有資料均屬正確無誤，並同意上述之資料會被用作處理一切有關事宜。如有虛報或資料不全，即使已被本機構取錄及註冊，亦有可能會被取消資格。本人授權機構使用本人之資料作為統計及學術研究用途。本人清楚明白一經取錄，本人的個人資料會存入學生檔案作學術及行政用途。

I hereby declare that all the information provided in the application form is accurate and complete. I accept that this information will be used in the admission process and that misrepresentation will disqualify my application for admission and enrollment. I authorize the student record which be used for academic and administrative purposes.

本人清楚丁部關於條款的內容。

I have noted the contents of the Terms as detailed in Part D.

本人同意如本人註冊入學，當遵守機構實施的所有規程和規則。

I consent that if registered, I will confirm to the Status and Regulations of the Company for the time being in force.

申請人簽署

Applicant's Signature

日期 Date

Official Use Only

Payment Method

- CASH CHEQUE CREDIT CARD OTHERS: _____

Documentation attached

- HKID Copy
 CEF Application Form
 Academic Records
 Receipt: Number _____

Remarks: _____ Check by: _____