

普通課程/遙距課程報名表格 Enrolment Form for General Courses / Distance Learning

自學教材訂購表格 Order Form for Self-learning Packages

請於填寫本報名表格前細閱背頁之申請須知 Please read the "Notes for application" overleaf carefully before completing this form
每個報讀的課程須分別填寫報名表格 Please use separate enrolment form for each course to be enrolled
此表格可自行影印以用作申請其他課程 This form can be photocopied for the purpose of enrolling in other courses

請以正楷填寫此表格 Please complete this form in BLOCK LETTERS

報讀課程 Course applied for:

課程編號 Course Code	課程名稱 Course Title	學費 Course Fee
		HK\$

甲部 Part A: 個人資料 Personal Particulars

香港身份證/護照號碼: HKID Card/Passport No.: _____ () 簽發國家(如有): Issuing Country (if any): _____
(用作核實申請人之身份 For verification of the applicant's identity) (只適用於曾報讀本院課程之申請人 Applicable only for those who has enrolled in SCS course before)

稱謂: ☐ 先生 Mr. ☐ 小姐 Miss ☐ 太太 Mrs. ☐ 女士 Ms. 中文姓名: Name in Chinese: _____
(必須與香港身份證相同 Must be the same as shown on HK ID card)

英文姓名: Name in English: _____
姓氏 Surname 名字 First Name (必須與香港身份證相同 Must be the same as shown on HK ID card)

出生日期: (日/月/年) Date of Birth: (dd/mm/yy) _____ 國籍: Nationality: _____

手電 / 傳呼: Mobile / Pager: _____ 住宅電話: Home Telephone: _____

辦事處電話: Office Telephone: _____ 辦事處 / 聯絡傳真: Office / Contact Fax: _____

電子郵箱地址: E-mail Address: _____

通訊地址: Correspondence Address: _____

進修積分計劃類別:

Category of SCS Cash Unit Scheme (CATS):

* 請刪去不適用者 Please delete as appropriate

- ☐ * 中大 / 中大專業進修學院全職職員
CUHK / SCS Full-time Staff
- ☐ 中大 * 校友 / 本科生 / 研究生
CUHK * Alumni / Current Undergraduate & Postgraduate Students
- ☐ 中大專業進修學院 * 校友 / 學生
SCS * Alumni / Current Students
- ☐ * 中大 / 中大專業進修學院全職工作最少十年之前職員或已退休人士
CUHK Retirees and Non-serving Staff who had served in * CUHK / SCS for at least 10 years
- ☐ 香港中文大學東華三院社區書院全職職員
CUTW Full-time Staff
- ☐ 長者 (年滿六十歲或以上)
Senior Citizens (Aged 60 or above)
- ☐ 網上中華基金會會員
Chinese Culture On Net Foundation (CCNF) Members
- ☐ 新生 (不屬於上述七項人士)
New Students other than the above 7 categories

本人將 * 使用 / 不使用 存有之積分(如有)報讀此課程。
I * would / would not use CATS available (if any) to enrol for this course.

☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories ☐ 離島 Islands

職業: Occupation: ☐ 專業 Professional ☐ 商業 Commercial ☐ 技術人員 Technical ☐ 教育 Education ☐ 社會工作 Social Work ☐ 文員 Clerical ☐ 學生 Student ☐ 其他 (請註明): Others (Please specify): _____

最高教育程度: Highest Achieved Education Level: ☐ 中五 Form 5 ☐ 中七 Form 7 ☐ 專上 Post-Secondary ☐ 大學 University ☐ 研究院或以上 Postgraduate or above ☐ 其他 (請註明): Others (Please specify): _____

閣下曾否修讀本院課程? Have you ever taken any of our courses? ☐ 是 Yes ☐ 否 No 課程名稱 Course Title: _____

你從何種途徑取得本院課程手冊 / 資料? How did you receive the SCS Prospectus / course information?

- ☐ 親臨索取 In person ☐ 展覽/講座 Exhibition/Seminar ☐ 銀行 Bank ☐ 政府部門/公營機構 Government Department/Public Organization
- ☐ 郵寄索取 By Mail ☐ 手冊表格 Table in Prospectus ☐ 書局 Bookstore ☐ 貴公司人事/培訓處 Personnel/Training Department of your company
- ☐ 報章廣告 Advertisement ☐ 互聯網 Internet ☐ 其他 Others

本人希望於日後以 * 郵寄方式/電郵方式 接收到中大專業進修學院的資訊 (如不欲接收, 請於空格加上✓號 ☐)
I wish to receive SCS information by *mail / email in future (if otherwise, please tick this box ☐)

*please delete as appropriate. 請刪去不適用者

乙部 Part B: 繳費方法 Methods of Payment (詳情請參閱背頁 please see overleaf for details)

- ☐ 支票 / 銀行本票號碼 Cheque / Bank Draft No.: _____
- ☐ 現金 Cash 申請人可於任何一間恒生銀行(不包括港鐵站內之恒生銀行)以現金繳費, 報名中心恕不接受任何現金繳費。
Cash payment is not accepted at Enrolment Centres and can be made via an outlet of Hang Seng Bank (excluding Hang Seng Bank at MTR Station).
- ☐ 易辦事 EPS
- ☐ 信用卡 Credit Card: ☐ Visa ☐ Master
- ☐ 中大專業進修學院信用卡 SCS Credit Card: ☐ 全數繳付 Full payment / ☐ 6個月分期付款 6-month instalment / ☐ 12個月分期付款 12-month instalment

選用信用卡之申請人請填寫以下部分 Applicants making payment by credit card please complete the part below

信用卡號碼 Card No. _____ 發卡銀行 Card Issuing Bank _____

持卡人姓名 Card Holder's Name: _____ 有效日期 (月/年) Expiry Date (mm/yy): _____

本人授權中大專業進修學院於上述信用卡支取學費港幣
I hereby authorize SCS to charge the credit card above for tuition fee HK\$ _____

持卡人簽署 Card Holder's Signature: _____ 日期 Date: _____

丙部 Part C: 聲明 Declaration

- 本人聲明在此報名表格及隨附文件所載的資料, 依本人所知均屬完整真確。I declare that all information provided in this enrolment form and the attached documents are, to the best of my knowledge, accurate and complete.
- 本人同意如本人獲取錄入學, 本人當遵守大學及學院的規例。I consent that if admitted, I will comply with all the Rules and Regulations stipulated by the University and the School.
- 本人已細閱報名表格內之申請須知, 並明白所有報名須知詳情均以本院課程手冊及網頁之最後更新版本為依歸。I have read the "Notes for Application" in this enrolment form and understood that the details of the Enrolment Guidelines are subject to revisions in the SCS prospectus and the latest updates in SCS website.

簽名 Signature: _____ 日期 Date: _____

申請須知 (詳細內容請參閱本院課程手冊;最後更新版本請參閱本院網頁。)

報名程序

填妥的報名表格必須連同所有有關資料副本(如有註明)及支票/銀行本票/銀行收據(如有)、郵寄(請於信封面上註明『報名表格』)或於辦公時間內交回報名中心或總辦事處。申請將於報名表格、所有有關資料副本(如有註明)及繳費完整收受後才獲處理。若申請人於開課前四天(或截止日期後報名的學員於上課時)還沒有收到收據及上課證,請致電報名組2209 0290或聯絡個別職員查詢。若要求額外的收據或上課證,學院將為每張額外發出的收據或上課證收取行政費用港幣五十元。除特別通知外,申請人須依照課程手冊上之指定時間、日期和地點上課。本院將不會發出接受書給『普通(短期)課程』的申請者。

繳費辦法

(i) 支票/銀行本票

如用支票/銀行本票,請以『香港中文大學』名義抬頭,並加橫線,連同報名表格一併遞交。如報讀超過一個課程者,請分別填寫報名表格及開列支票/銀行本票及於支票/銀行本票背面寫上申請人姓名、香港身份證號碼及課程編號。如欲報讀之課程已額滿或取消,本院將退回支票/銀行本票。為免因銀行結算而導致進一步延誤,如開課日期將至(例如少於三個工作天),申請人將不建議使用支票繳交費用。如支票不能兌現,有關申請人須於收到本院職員通知日起的三個工作天內親臨本院辦事處繳付學費,並須另行繳付五十元手續費。逾期辦理將不獲保留學額或被取消上課資格。

(ii) 現金

申請人可於任何一間恒生銀行(不包括港鐵站內之恒生銀行)以現金繳費,報名中心恕不接受任何現金繳費。本院之銀行人數紙可於報名中心、總辦事處或恒生銀行索取。本院銀行人數紙副本(SCS Copy)須於交費後連同報名表格一併交回或寄予報名中心或總辦事處。

(iii) 易辦事

學院報名中心均設有『易辦事』的繳費服務。

(iv) Visa卡/萬事達卡

本院報名中心均設有Visa卡/萬事達卡的繳費服務。請於報名表格上清楚填寫信用卡持有人姓名、信用卡編號、發卡銀行及有效日期。如信用卡繳費未能入賬,申請人須於收到本院職員通知日起的三個工作天內親臨本院辦事處繳付學費,並須另行繳付五十元手續費。逾期辦理將不獲保留學額或被取消上課資格。

(v) 香港中文大學專業進修學院信用卡

持卡人凡於本院修讀任何課程,而該課程*的學費達港幣2,000元或以上,可享六個月或十二個月免息分期付款優惠。如免息分期金額達港幣5,000元或以上,客戶需繳付手續費以享免息分期付款優惠。

*若課程由超過一個單元組成,則個別單元的學費必須達港幣2,000元或以上,申請人才可享受免息分期付款優惠。

退款

除非因課程額滿、取消或於特殊情況下並得到本院同意,否則申請人不論上課與否,已繳之學費恕不退還。退款將會轉入申請人之銀行戶口。如申請人在遞交『課程額滿/取消通知書』後三至四星期內仍未收到退款,請致電 2209 0290 與報名組負責職員聯絡。

課程轉修

於課程額滿或取消的情況下申請人可獲准轉修另一課程。在其他任何情況下,申請人必須得到本院同意及以支票/銀行本票或信用卡繳交手續費港幣一百元才可轉讀另一課程。此項申請須於已報讀課程之開課日期前一星期提出,逾期恕不受理。此外,申請人已繳之學費及其學額不得轉讓他人。

課程更改

如報名人數不足,本院有權取消該課程,並於有需要時更改任何原定課程之導師、上課時間、地點及內容。

殘疾申請人士

如申請人為殘疾人士,請與報名組或課程負責職員聯絡。閣下所提供的資料,本院只用作進一步了解學生的需要及處理有關事宜上,以為閣下提供特別的安排及照顧。

個人資料收集聲明

申請人於報名表格所提供的個人資料,本院只會用作處理報名或學生事務的有關事宜。根據個人資料(私隱)條例,申請人有權查詢及更改其個人資料。申請人如欲更改其個人資料須填妥『學員個人資料更改通知書』交回本院,此表格可於本院網頁下載或傳真至2367 2593/3110 0611索取。

進修積分計劃

為鼓勵持續進修,香港中文大學專業進修學院推出全新進修獎勵計劃一『進修積分計劃』。在此計劃下,報讀本院課程的學員均可根據有關類別賺取積分,有關積分將可回贈於報讀下一個課程,以繳付部分學費。

詳情請參閱『課程手冊』、瀏覽本院網頁或向本院職員查詢。

·『計劃』旨在鼓勵學員報讀由本院提供的兼讀制普通課程及學歷/專業課程。

·所有積分學費回贈不適用於報讀全日制課程、企業培訓課程及本院與本地機構、海外及國內大學合辦之課程。

Notes for application

(For details, please refer to SCS Prospectus. For the latest updates, please visit our website: www.scs.cuhk.edu.hk)

Enrolment Procedures

Please complete the correct enrolment form and send copies of supporting documents (if specified) and cheque/bank draft/bank receipt (if any) to one of the Enrolment Centres or the Head Office of SCS in person or by mail (please mark "Enrolment Form" on the envelope). An application will be processed only upon receipt of the completed enrolment form, copies of supporting documents (if specified) and payment. If you do not receive your Receipt and Attendance Permit 4 calendar days prior to the course commencement date (or during a class meeting as early as possible for late enrolment), please check with the Enrolment Section at 2209 0290 or the respective programme staff. There is an administrative charge of HK\$50 on every request for an additional copy of the Receipt or Attendance Permit. Unless otherwise notified, applicants are expected to be present for class at the time and place indicated in the Prospectus. For General Courses, no separate letter of acceptance will be issued.

Payment Methods

(i) Cheque / Bank Draft

Crossed cheque/bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with your enrolment form. Applicants who enrol for more than one course should issue a separate cheque/bank draft for each course. Please write the applicant's name, HKID card no. and course code on the back of each cheque/bank draft. Cheque/bank draft will be returned if courses enrolled are full or cancelled. If you are making payment very close to course commencement (say less than 3 working days), you are advised against using cheque in view of further delay arising from bank clearance. If a cheque is rejected by bank, the applicant concerned will be required to pay the course fee and an administrative charge of HK\$50 at enrolment centres in person within three working days upon receipt of notification from SCS. Failure to do so will result in cancellation of the enrolment or suspension from taking subsequent classes.

(ii) Cash

Cash payment is not accepted at Enrolment Centres and can be made via an outlet of Hang Seng Bank (excluding Hang Seng Bank at MTR Station). SCS bank slip can be obtained from Enrolment Centres, Head Office or Hang Seng Bank. "SCS copy" of the bank slip should be returned together with enrolment form to Enrolment Centres or Head Office in person or by mail.

(iii) EPS

Course fees can be paid by EPS at the School's Enrolment Centres.

(iv) Visa / Master Card

Visa / Master Card payment can be made at Enrolment Centres. Card Holder's Name, card number, card issuing bank and expiry date should be completed clearly in enrolment form. If the card payment is rejected by bank, students will be required to pay the course fee and an administrative charge of HK\$50 within three working days upon receipt of notification from SCS. Failure to do so will result in cancellation of the enrolment or suspending of subsequent classes.

(v) SCS Credit Card

Cardholders can enjoy a 6-month or 12-month interest-free instalment plan privilege on tuition fees upon enrolment of any SCS courses* at a cost of HK\$2,000 or more. For instalment amount of HK\$5,000 or above, applicant is required to pay a handling fee for interest-free instalment plan.

*If the programme consists of more than one module, applicants may enjoy the interest-free instalment plan only when the tuition fee of each individual module costs HK\$2,000 or more.

Refund

Fees paid are not refundable regardless of whether applicants have attended classes or not. Fees paid are not refundable unless the enrolled course is full, cancelled or in exceptional circumstance deemed acceptable by SCS. SCS will transfer the refund to the bank accounts of the applicant concerned. If you do not get the refund 3 to 4 weeks after returning the 'Notification of Course Cancellation/Over-subscription', please check with the Enrolment Section at 2209 0290.

Course Transfer

Transfer to another course is permitted if the enrolled course is full or cancelled. In any other event, transfer to another course can only be made subject to the approval of SCS and with an administrative charge of HK\$100 via cheque, bank draft or credit card. This application must be made no less than one week before commencement date of the enrolled course. Late applicant will not be considered. Furthermore, fees paid and the related studentship cannot be transferred from one person to another.

Course Changes

SCS reserves the right to cancel a course if enrolment is insufficient and make alterations regarding instructors, class locations, class schedules and the content of courses if necessary.

Applicants with a Disability

Disabled applicants are advised to contact Enrolment Section or respective programme staff. The information you provide is used by SCS only for the purpose of better understanding your needs and processing relevant matter concerned, in order to provide you with special arrangement and care.

Personal Data Collection Statement

The personal data provided on enrolment forms are used by SCS only for purposes related to the processing of enrolment and student administration. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to and make correction of their personal data. Applicants wishing to amend their personal data should submit written requests to SCS by using Personal Data Amendment Forms which can be downloaded from SCS website: www.scs.cuhk.edu.hk or obtained via fax at 2367 2593 / 3110 0611.

SCS Cash Unit Scheme (CATS)

To encourage students pursuing continuing studies, SCS has introduced an incentive scheme - "SCS Cash Unit Scheme (CATS)". Under this scheme, students enrolling in SCS courses will be granted cash units according to the relevant category, which they can use to partially pay their course fees of future SCS enrolments. Please refer to SCS prospectus and website or contact SCS staff for details.

• CATS is designed to encourage taking part-time general courses and award-bearing programmes solely offered by SCS.

• The cash units cannot be rebated in the enrolment of full-time SCS programmes, corporate training programmes or programmes jointly offered by SCS in collaboration with local organizations, overseas and Mainland universities.

報名中心及總辦事處 Enrolment Centres & Head Office

尖沙咀安年報名中心 Tsim Sha Tsui Oriental Enrolment Centre	旺角報名中心 Mongkok Enrolment Centre	中環報名中心 Central Enrolment Centre	沙田總辦事處 Shatin Head Office
九龍尖沙咀漆咸道南67號安年大廈13樓 週一至週五:上午九時至下午九時 週六:上午九時至下午六時 星期日及公眾假期休息 電話號碼:2209 0290 傳真號碼:2367 2593	九龍旺角山東街90A號4樓 週一至週五:上午九時至下午八時 週六:上午九時至下午五時 星期日及公眾假期休息 電話號碼:2209 0290 傳真號碼:2770 6376	香港中環夏慤道12號美國銀行中心1樓A 週一至週五:上午九時至下午八時 週六:上午九時至下午五時 星期日及公眾假期休息 電話號碼:2209 0290 傳真號碼:3110 0611	新界沙田香港中文大學博文苑 週一至週四:上午九時至下午五時四十五分 週五:上午九時至下午六時 星期六、日及公眾假期休息 電話號碼:2209 0299 (語音系統 IVRS) 傳真號碼:2603 6565
13/F Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui, Kowloon Monday to Friday: 9am - 9pm Saturday: 9am - 6pm Closed on Sundays and Public Holidays Tel: 2209 0290 Fax: 2367 2593	4/F, 90A Shantung Street, Mongkok, Kowloon Monday to Friday: 9am - 8pm Saturday: 9am - 5pm Closed on Sundays and Public Holidays Tel: 2209 0290 Fax: 2770 6376	Unit A, 1/F Bank of America Tower, 12 Harcourt Road, Central, Hong Kong Monday to Friday: 9am - 8pm Saturday: 9am - 5pm Closed on Sundays and Public Holidays Tel: 2209 0290 Fax: 3110 0611	Inter-University Hall, The Chinese University of Hong Kong, Shatin, New Territories Monday to Thursday 9am - 5:45pm Friday: 9am - 6pm Closed on Saturday, Sundays and Public Holidays Tel: 2209 0299 (Interactive Voice Response) Fax: 2603 6565