



香港中文大學校外進修學院

SCHOOL OF CONTINUING STUDIES THE CHINESE UNIVERSITY OF HONG KONG

普通課程報名表格 / 自學教材訂購表格 Enrolment / Order Form For General Courses and Self-learning Packages

請於填寫本報名表格前閱讀背頁之報名程序及須知。Please read Enrolment Procedures and Guidelines overleaf before filling out this form.
報讀每一課程者請填寫一張報名表格。Please use a separate form for each course.
申請人可自行影印此報名表格作申請其他課程用途。Photocopy of this form is acceptable.
請以正楷填寫。Complete in BLOCK LETTERS.

由本院填寫 For SCS use only			
W	M	B	R
BAT		IUH	OC

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

香港身份證號碼* : HKID Card No. * : _____
*香港身份證號碼用作核實申請人之身份。The HKID Card No. is for verification of the applicant's identity.

稱謂 Title: 先生 Mr. 小姐 Miss 太太 Mrs. 女士 Ms.

英文姓名: Name in English: _____
姓氏 Surname 名字 First Name (必須與身份證相同 Must be the same as ID card)

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

手電 / 傳呼: Mobile / Pager: _____

辦事處電話: Office Telephone: _____

電子郵箱地址: E-mail Address: _____

通訊地址: Correspondence Address: _____

學生 / 註冊編號* : Student ID / Registration No. * : _____
* 舊生填寫 If previously enrolled in SCS courses / programmes

中文姓名: Name in Chinese: _____

國籍: Nationality: _____ 優惠類別: Discount Type: _____

住宅電話: Home Telephone: _____

辦事處 / 聯絡傳真: Office / Contact Fax: _____

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 香港 H.K. 九龍 KLN. 新界 N.T. 離島 ISLDS. 其他 (請註明): Others (Please specify): _____

最高教育程度: Highest Achieved Education Level: 中五程度 Form 5 中七程度 Form 7 副學位 / 文憑 / 證書 Post-Secondary 大學 University 研究院 Postgraduate Degree 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

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 郵寄索取 By Mail 貴公司人事/培訓處 Personnel / Training Dept. of your Company 銀行 Banks 書局 Book Stores 政府部門 / 公營機構 Gov't Dept / Public Org. 展覽/講座 Exhibition / Seminar 互聯網 Internet 其他 Others: _____

你是否希望繼續收到本院的課程資料? Do you wish to be included on our mailing list? 是 Yes 否 No

乙部 Part B : 繳費方法 Methods of Payment

支票 / 銀行本票號碼 Cheque / Bank Draft No.: _____ 易辦事 EPS

現金 Cash: _____
請於收生期間往本院指定之恆生銀行辦理。Cash payment can only made through specific branches of Hang Seng Bank during the enrolment period.

信用卡 Credit Card

中大校外進修學院信用卡 SCS Credit Card
 6個月分期付款 6-month instalment 12個月分期付款 12-month instalment (請參閱申請程序及須知第3(v)項。See Note 3(v) for details.)

Visa Master
 信用卡號碼 Card No. _____
 發卡銀行 Card Issuing Bank _____
 持咭人姓名 Card Holder's Name _____ 有效日期 (月/年) Expiry Date (mm/yy) _____
 學費 Tuition Fee HK _____
 持咭人簽署 Card Holder's Signature _____ 日期 Date _____

丙部 Part C : 聲明 Declaration

- 本人聲明本報名表格及隨附文件所載資料，依本人所知均屬真實，並無錯漏。I declare that all information given in this enrolment form and the attached documents are, to the best of my knowledge, accurate and complete.
- 本人同意如本人註冊入學，當遵守大學及學院的規例。I consent that if admitted, I will conform to the Rules and Regulations of the University and School.

簽名 Signature _____ 日期 Date _____

申請程序及須知 Enrolment Procedures & Guidelines

1. 報名程序 Enrolment Procedures

本院待收到填妥之報名表格及完成繳費手續後，方可處理台端之報名事宜。本院不接受傳真報名。繳費後，除非接獲通知，請依照章程內所載之日期與地點上課。如在開課前三天仍未收到收據，請與報名組或課程負責人聯絡。

An application will be processed upon receipt of the completed application form and payment. Enrolment by fax is not acceptable. Unless otherwise notified, applicants are expected to be present for class at the time and place indicated in the Prospectus. No separate letter of acceptance will be issued. If you do not receive the payment receipt three days prior to the course commencement date, please check with the Enrolment Section at 2209 0290 or respective programme staff.

2. 個人資料收集聲明 Personal Data Collection Statement

申請人於填寫報名表格時所提供的個人資料，本院將用作處理報讀本院課程或處理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。申請人如須查詢或更改其個人資料，請致函本院。

The personal data provided on Enrolment Forms will be 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 the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to the School.

3. 繳費辦法 Payment Methods

(i) 支票或銀行本票 Payment by Cheque or Bank Draft

如用支票或銀行本票，請以「香港中文大學」名義抬頭，並加橫線，連同報名表格，於辦公時間親臨或寄予本院辦理報名手續。如報讀超過一個課程者，請分別填寫報名表格及開列支票，以便本院辦理。支票 / 本票背面請寫上申請人姓名、身份證號碼及課程編號。如欲報讀之課程已額滿，本院將退回餘下支票。支票如不能兌現，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，並須另行繳付港幣五十元手續費。逾期辦理將不獲保留學額。

Cheques or bank drafts should be made payable to "The Chinese University of Hong Kong", crossed and sent or delivered in person with the Enrolment Form to SCS. A separate cheque should be issued for each course. (Note: Please write your name, HKID card no. and programme no. on the back of each cheque.) This will ensure the speedy return of cheques in the event that courses are full or cancelled. If cheques are rejected by the bank, applicants will be required to pay the tuition 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 Form.

(ii) 現金 Payment by Cash

請到恒生銀行--香港總行、九龍總行及下列分行：尖沙咀、油麻地、旺角、美孚（蘭秀道或百老匯街）、荃灣（眾安街）、元朗（青山道九十三號）、屯門市廣場、九龍城、觀塘、灣仔（莊士敦道或軒尼詩道）、太古城、沙田（好運中心）、大埔或香港中文大學富爾敦樓二樓恆生銀行辦事處，連同報名表格交收款員。由於銀行分行匯集表格需時（大約十個工作天），故個別課程有額滿、取消、更改等事項時，本院或未能及時通知學員。

Cash payment can be made through branches of the Hang Seng Bank - Hong Kong Head Office, Kowloon Main Branch and the following branches: Tsim Sha Tsui; Yau Ma Tei; Mongkok; Mei Foo (Nassau Rd. or Broadway St.); Tsuen Wan Chung On Street; Yuen Long (93, Castle Peak Rd.); Tuen Mun (Town Plaza); Kowloon City; Kwun Tong; Wanchai (Hennessy Rd. or Johnston Rd.); Tai Koo Shing; Shatin (Lucky Plaza); Tai Po and Room 101, John Fulton Centre, CUHK. Please present your Enrolment Form together with course fee to the bank teller. As payment through a bank usually takes about 10 working days to process, the School may not be able to notify applicants in advance if courses are full, cancelled or changed.

(iii) 易辦事 Payment by EPS

學院報名中心均設有「易辦事」的繳費服務，地址如(7)所示。

Course fees can be paid by EPS at the School's Enrolment Centres. (See Note 7 for details.)

(iv) 信用卡 / 萬事達咭 Payment by Credit Card

如用信用卡或萬事達咭繳費，請於報名表格上填寫信用卡的編號、有效日期及簽名，並親臨或郵寄至本院辦理。如申請人之信用卡繳費未能入賬，申請人須於收到本院職員通知起的三個工作天內，親臨本院繳付學費，並須另行繳付港幣五十元手續費。逾期辦理將不獲保留學額。

The Enrolment Form should include the card holder's name, card number and expiry date. If the card payment is rejected by the bank, the applicant will be required to pay the tuition 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 Form.

(v) 中大校外進修學院信用卡 SCS Credit Card

持卡人凡於本院修讀任何課程，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。

Cardholders can enjoy a 6-month or 12-month interest-free instalment privilege for payment of course fees at HK\$2,000 or above.

4. 學費退還安排 Refund Policy

非因課程額滿或取消，申請人所繳學費將不獲退回。

Fees paid are not refundable, except in the event of a programme being fully enrolled or cancelled.

5. 課程更改 Course Changes

如有需要，本院有權更改原定課程之導師、上課時間、地點及內容。如報名人數不足，本院有取消該課程之權利。

SCS reserves the right to make alterations regarding instructors, class locations, class schedules and the content of programmes from time to time. SCS also reserves the right to cancel a programme if enrolment is insufficient.

6. 殘疾申請人士 Applicants with a Disability

如為殘疾人士，請與報名組或課程負責職員聯絡。閣下提供的資料只會有助本院了解學生的需要及用於有關事宜上，本院會儘量照顧閣下及提供特別的安排。If you have a disability, please contact enrolment staff or respective programme staff. The information on your disability will only be used to help us better understand your requirements and we will make every effort to accommodate your needs.

7. 報名中心地點及時間 Enrolment Centres & Office Hours

尖沙咀報名中心 Tsim Sha Tsui Enrolment Centre	中環報名中心 Central Enrolment Centre
九龍尖沙咀漆咸道南67號安年大廈13樓 13/F Oriental Centre, 67 Chatham Road South, TST, Kowloon. 週一至週五：上午九時至下午九時 Monday to Friday: 9am - 9pm 週六：上午九時至下午六時 Saturday: 9am - 6pm (星期日及公眾假期休息) (Closed on Sundays and Public Holidays) 電話號碼 Tel : 2209 0290 傳真號碼 Fax : 2367 2593	香港中環夏慤道12號美國銀行中心1樓A Unit A, 1/F Bank of America Tower, 12 Harcourt Road, Central, Hong Kong 週一至週五：上午九時至下午八時 Monday to Friday: 9am - 8pm 週六：上午九時至下午五時 Saturday: 9am - 5pm (星期日及公眾假期休息) (Closed on Sundays and Public Holidays) 電話號碼 Tel : 3111 7222 傳真號碼 Fax : 3110 0611

8. 郵寄報名 Enrolment by Mail

請寄予本院尖沙咀或中環報名中心。

Please send to Tsim Sha Tsui or Central Enrolment Centre.