

華語人士課程 申請須知 Notes to application (Native Chinese Series)

詳細內容請參閱本所課程手冊；最後更新版本請參閱本所網頁。For details, please refer to CLC Prospectus. For the latest updates, please visit web site: www.cuhk.edu.hk/clc

1. 入學要求 Admission Requirements

(1) 學歷課程的最低入學要求是香港中學中五或同等程度 (2) 非香港居民須符合入境處要求申請學生簽證方能入學，詳情請參本所網頁 (3) 申請者若報讀非初級一課程或須參加插班測試，請參考以下網址上的分班指引 www.cuhk.edu.hk/clc/placement.htm。(1) Minimum Hong Kong secondary five or equivalent level for award-bearing programmes. (2) Non-Hong Kong resident or non-working visa holder is required by law to apply student visa for all programmes. For details, please refer to CLC web site. (3) For those who apply for non Elementary I classes may be invited to complete a placement test. For placement guidelines please visit www.cuhk.edu.hk/clc/placement.htm

2. 持續進修基金及其他資助之申請(只適用於本地人普通話課程) Application for Continuing Education Fund (CEF) and Other Subsidy (applicable to Putonghua courses for local residents only)

欲申請持續進修基金之學生應在開課前最少十四天前報名並繳交所有費用，不論是新舊持續進修基金申請者均應詳閱基金官方網頁 www.sfaa.gov.hk/cef/cnintro.htm，並掌握好報名、公開試、遞交公開試成績等的行政限期，並維持每個受資助課程最少七成之出席率，本所恕不為學生之疏忽付上任何責任。另一方面，本所暫未能提供代辦申請報考公開試的服務，請學生自行辦理，考試詳情請查詢 CEF 網頁或向本所職員查詢。Those who wish to apply for CEF should apply for CLC courses and settle all payment 14 days before course commencement. Both new and current CEF applicants should study CEF official website in details in order not to miss admin deadlines like application, open examination and open examination result submission etc. At the same time, students have to maintain a minimum attendance rate of 70% on every reimbursable course. CLC will not be responsible for students' negligence in these matters. On the other hand, application for open exam through CLC is not available. Students should be responsible for applying on their own. For exam information, please refer to CEF web site or contact CLC staff.

3. 報名程序 Enrolment Procedures

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(如有)，郵寄(請於信封面上註明「報名表格」)，或於請辦公時間內交回辦事處，或電郵遞交。申請將於報名表格、所有有關資料副本(如有註明)及報名費(如需要)完整收妥後才獲處理。本所將於開課前通知申請人有關錄取結果，並於收到學費後發出收據予學員。如因郵遞失誤而遺失之收據，本所概不負責。若學員於開課前三天沒有收到收據，請致電報名組 3943 6727 或聯絡個別職員查詢。若要求額外的收據，本所將為每張額外發出的收款證明收取費用港幣五十元。Please complete the corresponding enrolment form and send copies of supporting documents (if specified) and cheque / bank draft (if any) to CLC in person, by mail (please mark "Enrolment Form" on the envelope) or by email. Application will be processed only upon receipt of the completed enrolment form, copies of supporting documents (if specified) and payment of application fee (if required). CLC will notify applicants before the course commencement date. Receipt will be sent to applicants upon payment of tuition fee but CLC will not be responsible for any loss of receipt. If you do not receive the above 3 calendar days prior to course commencement, please check with CLC at 3943 6727 or the respective programme staff. There is an administrative charge of HK\$50 on every request for certification of receipt.

4. 報名費及學費 Application Fee and Tuition Fee

報名費及學費已載於網頁及有關課程之章程上。報名費須於遞交報名表格時一併繳交並恕不退還。申請人一經錄取後須全數繳付學費。如選用信用咭付款，申請人請於此報名表格乙部填寫所須繳付的報名費及學費。學費將於申請人被錄取後才於信用咭過數。Application fee and tuition fee are listed in the web site and programme brochures. Application fee which is not refundable should be paid upon submission of enrolment form. Tuition fee should be paid in full upon admission. Applicants who choose to pay by credit card should complete the amount of application fee and tuition fee payable in Part B of this enrolment form. CLC will debit the tuition fee payable against your credit card account when admission is confirmed.

5. 繳費辦法 Payment Means

- i) 支票 / 銀行本票 Cheque / Bank Draft
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。如報讀超過一類課程者，請分別填寫報名表格及開列支票 / 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。如欲報讀課程已額滿或取消，本所將退回支票 / 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所職員通知日起的三個工作天內親臨本所辦事處繳付學費，並須另行繳付五十元手續費。逾期辦理將不獲保留學額或取消上課資格。Crossed cheque / bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with your enrolment form. Applicants who enroll for more than one type of 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 in person within three working days upon receipt of notification from CLC. Failure to do so will result in cancellation of the enrolment or suspension from taking subsequent classes.
- ii) Visa 咭 / 萬事達咭(不適用於以外幣支付學費的課程) Visa / Master card (not applicable to programmes charging tuition fees in foreign currencies)
請於報名表格上清楚填寫信用咭持有人姓名、信用咭編號、發咭銀行及有效日期。如信用咭繳費未能入賬，有關學員須於收到本所職員通知日起的三個工作天親臨本所辦事處繳付學費，並須另行繳付五十元手續費。逾期辦理將不獲保留學額或取消上課資格。Card holder's name, card number, card issuing bank and expiry date should be completed clearly in the enrolment form. If the card payment is rejected by bank, student concerned will be required to pay the course fee and an administrative charge of HK\$50 within three working days upon receipt of notification from CLC. Failure to do so will result in cancellation of the enrolment or suspension from taking subsequent classes.
- iii) 銀行轉賬: 如使用銀行轉賬，請入賬到恒生銀行 293-005005-009。請連同報名表格一併遞交通知書副本，及分別填寫姓名，申報班別。請保留通知書正本，直到收到正式收據。留意本所需要確認銀行月結單後方可發出正式收據，需時較久。Bank Transfer: Deposit should be made to Hang Seng Bank 293-005005-009. Please return your "advice" copy together with your application form with your name and course enrolled written on both. Please keep the original copy of the advice until you receive an official receipt from us. Please note that it may take a while as CLC official receipt can only be issued after confirmation with monthly bank statement.

備註：學歷及專業課程的申請人如未能獲本所確認被錄取前，本所不鼓勵申請人用現金繳交學費。待獲得本所通知錄取後，成功申請人須於三天內繳交學費，逾期辦理將不獲保留學額。Notes: Applicants applying for Award-bearing Programmes & Professional Courses are advised NOT to make payment by Cash before confirmation of acceptance by CLC. Successful applicants will be advised to pay the course fee within three working days upon notification from CLC. Failure to do so will result in cancellation of the enrolment.

6. 退款 Refund

於課程額滿、取消或於特殊情況下並得到本所同意外，學員不論上課與否，已繳之學費恕不退還。退款將會以支票/本票形式寄交有關學員。如學員在收取「課程額滿 / 取消通知書」後五星期內仍未收到退款，請致電 3943 6727 與本所職員聯絡。Fee paid are not refundable regardless of whether students have attended classes or not. Fees paid are not refundable unless the enrolled course is full, cancelled or in exceptional circumstance subject to the approval of CLC. CLC will refund applicant concerned in form of cheque or bank draft. If the applicant does not get the refund within 5 weeks after receiving the "Notification of Course Cancellation / Over-subscription", please check with CLC staff at 3943 6727.

7. 課程更改 Course Changes

如報名人數不足，本所有權取消該課程，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。CLC 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.

8. 課程轉修 Course Transfer

於課程額滿或取消的情況下學員可獲准不用繳行政費轉修另一課程。在其他以外的任何情況下，學員必須得到本所同意及以支票 / 銀行本票或信用卡繳交手續費港幣二百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，學員已繳之學費及其學額不得轉讓他人。 Transfer to another course is permitted without an administrative charge if the enrolled course is full or cancelled. In any other events, transfer to another course can only be made subject to the approval of CLC, and subject to paying the administrative charge of HK\$200 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 application will not be considered. Furthermore, fees paid and the related studentship cannot be transferred from one person to another.

9. 學生組合 Student Mix

學生可能來自不同國籍、年齡、宗教、個別兼讀或全日制課程與程度，學生不能提出異議及要求退款。本所將在開課前通知學生有關學生組合並保留一切編班的最終權利。CLC may arrange class mixing different nationalities, age, religious background and students may come from part time and full time courses of any level. Students should have no right to object and seek claim from CLC on such a decision. CLC shall keep students inform on the student mix before class and preserve the final right on class arrangement.

10. 學生迎新 Student Orientation

新生將獲邀請參與迎新活動，舉辦日期通常在學季開始前一星期，成功報讀的學生將收到通知。New students will be invited to join an orientation usually held 1 week before the term starts. Successful applicants will be informed of the details.

11. 進修優惠計劃 CLC Privilege Schemes

中大雅禮中國語文研習所提供指定優惠予特別人士，設限額並以先到先得的方式申請，額滿即止。詳情參閱本所網頁或向本所職員查詢。進修優惠不適用於為小組、個人、機構特製的課程，以及與本地機構、海外及國內大學合辦之課程。

Special discounts are offered to designated affiliations. Quota system applies and applications for discount are considered on a first-come-first-served basis. Please refer to CLC web site or contact CLC staff for details. All CLC tailor make programmes for groups, individual and corporates, together with joint programmes with local organizations, overseas and Mainland universities are excluded from the CLC Privilege Schemes

12. 電腦口語水平評核 (COPA) Computerized Oral Proficiency Assessment

華語人士普通話高級課程及應試班的學生可以優惠價 HK\$500 報考本所設立的電腦口語水平評核，詳情 www.cuhk.edu.hk/clc/e_copa.htm

Students from the advanced course or examination course for Chinese dialect speakers can attend the COPA exam at a special price of HK\$500. Please check web site for details. www.cuhk.edu.hk/clc/e_copa.htm

13. 申請人資料收集聲明 Personal Data Collection Statement

申請人於報名表格所提供的個人資料，本所只會作處理報名或學生事務事宜。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」並交回本所，此表格可於本所網頁下載或傳真至 2603 5004 索取。The personal data provided on enrolment forms and used by CLC is only for purpose related to the processing of enrolment and student administration. Under the provision of the Personal Data (Privacy) Ordinance, applicants have right to request access to and make correction on their personal data. Applicant wishing to amend their personal data should submit written requests to CLC by using "Personal Data Amendment Notification" which can be downloaded from CLC web site or obtained by fax at 2603 5004.

14. 補充資料 Supplementary Information

個別課程所需之補充資料已註明於個別課程之章程（如有）。Supplementary Information required by individual programme is specified in the respective sections of the brochure (if any).

15. 報名及辦事處 Enrolment and Office

沙田 Shatin	尖沙嘴教室 Tsim Sha Tsui “No postal collection 不接受郵遞”
香港中文大學 雅禮中國語文研習所總辦事處 Yale-China Chinese Language Centre, The Chinese University of Hong Kong 地址: 香港新界沙田香港中文大學方樹泉樓 Address: Fong Shu Chuen Building, The Chinese University of Hong Kong, Shatin, N.T., Hong Kong SAR 電郵 E-mail: clc@cuhk.edu.hk 電話號碼 Phone: (852) 3943 6727 傳真號碼 Fax: (852) 2603 5004 辦公時間 週一至週五: 上午九時至下午五時半 Office hour Monday to Friday: 9am-5:30pm	地址: 尖沙嘴彌敦道 136A 尖沙嘴街坊福利會二樓 查詢時間: 星期一至五下午六時至九時, 公眾假期除外 Address: 2 nd Floor, Tsim Sha Tsui Kai Fong Welfare Association, No. 136A Nathan Road, Tsim Sha Tsui Enquiry: 6:00-9:00p.m., Monday to Friday (except public holiday)

(April 2016)

本人已閱讀此兩頁申請須知，並同意遵守。I have studied the 2 pages Notes to Application and I agree to comply with the Rules and Regulations stipulated in the notes.

簽署 Signature: _____ (姓名 Name: _____)

日期 Date: _____