



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:

由本院填寫 For CUSCS use only				
W	M	B	R	
BAT	TKO	RP	OC	EOC

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

甲部 Part A : 個人資料 Personal Particulars

中文姓名: \_\_\_\_\_ 稱謂: \_\_\_\_\_  
Name in Chinese: \_\_\_\_\_ Title:  先生 Mr.  小姐 Miss  太太 Mrs.  女士 Ms.  
(必須與香港身份證或護照相同 Must be the same as shown on HKID Card or Passport)

英文姓名: \_\_\_\_\_  
Name in English: \_\_\_\_\_  
姓氏 Surname 名字 First Name (必須與香港身份證或護照相同 Must be the same as shown on HKID card or Passport)

香港身份證/護照號碼: \_\_\_\_\_ 進入許可號碼: \_\_\_\_\_ 有效期至: \_\_\_\_\_  
HKID Card/Passport No.: \_\_\_\_\_ Entry Permit No.: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_  
(用作核實申請人之身份 For verification of the applicant's identity)

護照持有人 For Passport Holder:  
國籍: \_\_\_\_\_ 簽發國家(如有): \_\_\_\_\_  
Nationality: \_\_\_\_\_ Issuing Country (if any): \_\_\_\_\_

出生日期: 日 \_\_\_\_\_ 月 \_\_\_\_\_ 年 \_\_\_\_\_ 學生/註冊編號(如有): \_\_\_\_\_  
Date of Birth: Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Student ID/Registration No. (if any): \_\_\_\_\_  
(只適用於曾報讀本院課程之申請人 Applicable only for those who has enrolled in CUSCS course before)

工作機構: \_\_\_\_\_ 流動電話/傳呼: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_ Mobile/Pager: \_\_\_\_\_

住宅電話: \_\_\_\_\_ 辦事處電話: \_\_\_\_\_ 辦事處/聯絡傳真: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Office Telephone: \_\_\_\_\_ Office/Contact Fax: \_\_\_\_\_

電子郵箱: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

通訊地址: \_\_\_\_\_  
Correspondence Address: \_\_\_\_\_  
室 Room/Flat 樓 Floor 座, 大廈 Block, Building  
\_\_\_\_\_  香港 HK  九龍 Kin  新界 NT  離島 Islands  
屋苑, 街道 Estate, Street/Road 地區 District

緊急事故聯絡人: 姓名 \_\_\_\_\_ 關係 \_\_\_\_\_ 電話 \_\_\_\_\_  
Emergency Contact Person: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

學院提倡平等學習機會, 如你在學習或考試等方面需要特殊安排, 請在此報名表提出。如有需要, 學院將聯絡你, 以了解更多資料。The School offers equal opportunities to all applicants with or without disabilities. Applicants requiring special assistance are encouraged to indicate on this form. The School may contact you to obtain further details.

你是否需要特殊學習安排? Are you an applicant with special learning needs?  否 No  是 Yes, 請註明 Please specify: \_\_\_\_\_

優惠計劃

選擇之優惠計劃於報名後將不能更改。

- 年滿五十歲之人士報讀附有 之課程, 八折學費優惠。
- 中大及中大專業進修學院的全職職員及校友(短期課程畢業生除外), 短期課程八折學費優惠。

注意: 所有優惠均不適用於持續進修基金可獲發還款項及此等課程之組成單元。優惠受條件限制, 亦不能同時使用。詳情請參閱課程手冊或學院網頁。

Privilege Schemes

The choice of Privilege Schemes cannot be changed after the enrolment form is submitted.

- 20% discount to all senior citizens at the age of 50 or above on courses with the .
- 20% discount to all CUHK/CUSCS full-time staff and alumni (except graduates of General Courses) on General Courses.

Important: All privileges cannot be used with other privileges and not applicable to CEF reimbursable courses and their component modules. Conditions apply. Please refer to CUSCS Prospectus or CUSCS website for details.

乙部 Part B : 繳費辦法 Payment Methods (請於填寫本部分前參閱背頁之「申請須知」 please read the "Notes for Application" overleaf before completing this part)

- 支票/銀行本票號碼 Cheque/Bank Draft No.: \_\_\_\_\_
- 快速支付系統「轉數快」Faster Payment System (FPS)
- 易辦事/支付寶香港/微信支付/八達通 EPS/AlipayHK/WeChat Pay/Octopus (須親臨報名中心辦理付款 Payment should be made in person at Enrolment Centres)
- 信用卡 Credit Card:  Visa/  Master
- 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。  
Cash Cash payment is not accepted at Enrolment Centres but can be made via Hang Seng Bank (excluding Hang Seng Bank at MTR stations).

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 \_\_\_\_\_ 發卡銀行 \_\_\_\_\_  
Card No. \_\_\_\_\_ Card Issuing Bank \_\_\_\_\_

持卡人姓名 Card Holder's Name \_\_\_\_\_ 有效日期(月/年) Expiry Date (mm/yy) \_\_\_\_\_ / \_\_\_\_\_  
(有效期須半年或以上 Valid for at least six months)

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 authorise CUSCS to charge the credit card above for a tuition fee of HK\$ \_\_\_\_\_  
(必須填寫 must fill in)

持卡人簽署 Card Holder's Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

## 丙部 Part C : 聲明 Declaration

### 個人資料收集聲明 Personal Data Collection Statement

1. 此報名表格內所提供的個人資料將供本院職員處理報名及學生事務之用。如入學申請不被接納，本院將銷毀一切有關的個人資料。  
The personal data provided in this form will be used by the School for purposes related to the processing of enrolment and student administration. Personal data of unsuccessful candidates will be destroyed.
  2. 此報名表格內所提供的個人資料將供本院職員向申請人推廣學院最新資訊，包括任何舉辦之活動、開辦之課程、各項優惠及服務、募捐活動及其他與校友事務有關之活動。除受委託的顧問研究及調查公司外，這些個人資料不會轉交予大學以外的其他機構作上述用途。  
The personal data provided in this form will be used by the School for delivering information including any events and functions to be held, courses to be organised, discount, benefit and service offers, solicitation of donations and other alumni affairs related activities. This personal data will not be transferred to other external parties for purposes as stated above, except commissioned research consultants and agencies for marketing activities as stated above.
  3. 根據個人資料(私隱)條例，申請人有權查閱及更改其個人資料。申請人如需更改其個人資料，請於本院網頁下載及填妥「學員個人資料更改通知書」後交回本院。  
Under the provision of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their personal data. Applicants wishing to amend their data should submit written requests to the School by using Amendment Form for Student Personal Data which can be downloaded from our website.
- 如不欲接收此聲明第二項所述的學院資訊，請於空格內填上「✓」號，或隨時透過本院網頁選擇停止接收本院資訊。  
If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time unsubscribe from our mailing list through our website.

### 申請人聲明 Applicant's Declaration

1. 本人謹此聲明在此報名表格及附件中填報的資料均屬完整正確，並授權香港中文大學向有關機構索取有關本人之考試及就讀資料(如需要)。  
I declare that the information provided in this form and the attached documents is accurate and complete. I authorise The Chinese University of Hong Kong to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
2. 本人明白若提供任何虛假及誤導性的資料，本人的申請資格將被取消。雖經註冊，亦屬無效；而一切已繳費用，概不退還。  
I understand that provision of any false or misleading information therein shall lead to disqualification of my application for admission and any resulting registration. Any fees paid will not be refunded.
3. 本人謹此聲明本人持有有效之香港永久性居民身份證或進入許可(網上及遙距課程除外)。  
I declare that I am a holder of a valid Hong Kong Permanent Identity Card/Entry Permit (not applicable to Online and Distance Learning Programmes).
4. 本人如獲取錄入學，本人當遵守大學的規則。  
I consent that if admitted, I will comply with all the Rules and Regulations stipulated by the University.
5. 本人已細閱、明白並同意「個人資料收集聲明」及申請須知的內容。  
I have noted, understood and agreed to the contents of the Personal Data Collection Statement and Notes for Application.

簽名  
Signature: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

## 丁部 Part D : 基金課程參加者報讀持續進修基金課程時的「同意聲明」 Consent for CEF Course Participant upon Enrolment 只適用於持續進修基金可獲發還款項課程 Applicable to Continuing Education Fund (CEF) Reimbursable Courses only

基金課程名稱  
CEF Course Title: \_\_\_\_\_

基金課程編號  
CEF Course Code: \_\_\_\_\_

課程開課日期  
Commencement Date of the Course: \_\_\_\_\_

### 同意披露個人資料 CONSENT on Disclosure of Personal Data

1. 本人明白，勞工及福利局(勞福局)、持續進修基金辦事處(基金辦事處)及香港學術及職業資歷評審局(評審局)負責監管及審批基金發還款項申請。  
I understand that Labour and Welfare Bureau ("LWB"), the Office of CEF ("OCEF") and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications ("HKCAAVQ") are responsible for monitoring and processing the applications for fee reimbursement under the CEF.
2. 如本人作出基金發還款項申請，上文第1段所指的公共當局(指定公共主管當局)，或需索取本人提供予本院的個人資料，以作審批基金發還款項申請及審核巡查用途。  
The public authorities referred to in paragraph 1 above ("Specified Public Authorities") may require my personal data provided to the School for the purposes of fees reimbursement and audit inspection if I apply for fees reimbursement under the CEF.
3. 如本人於修讀課程前未有同意披露個人資料予指定公共主管當局，基金辦事處將不能處理本人的基金發還款項申請，指定公共主管當局或沒法取得與本人申請相關而具時效性的資料。  
OCEF would be unable to process my application for fees reimbursement if I do not consent to the disclosure of my personal data to the Specified Public Authorities **before** attending the course(s), or otherwise the Specified Public Authorities would not have access to time-sensitive information in relation to my application.

請在適當方格內加上「✓」號 Please tick only one box as appropriate

- 本人已細閱並明白上文各段內容。本人同意披露本人的個人資料、與上述課程有關的任何其他資料及記錄予指定公共主管當局，以施行審批基金發還款項申請及審核巡查。  
I have read and understand the above paragraphs. I consent to the disclosure of my personal data, any other information and records in relation to the above course(s) to the Specified Public Authorities for the purposes of fees reimbursement under the CEF and audit inspection.
- 本人已細閱並明白上文各段內容。本人確認將不會就上述課程作出基金發還款項申請，以及不同意披露本人的個人資料予指定公共主管當局。  
I have read and understand the above paragraphs. I confirm that I will not apply for fee reimbursement under the CEF for the above course(s) and do not consent to the disclosure of my personal data to the Specified Public Authorities.

簽名  
Signature: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

## 戊部 Part E: 問卷調查 Survey

### 1. 你的最高學歷程度：(請選擇其中一項)

Your highest education level achieved: (Please select ONE only)

- 中學 Secondary       專上 Post-Secondary       大學 University       研究院或以上 Postgraduate or above

其他，請註明：

Others, please specify : \_\_\_\_\_

### 2. 職業

Current Occupation:

- 自僱人士 Self-employed persons       行政人員 Executives       專業人士 Professionals

營業員及服務業人員 Sales and services persons       技術人員 Technicians       文員 Clericals

學生 Students       退休人士 Retired persons       主婦 Housewives

其他，請註明：

Others, please specify : \_\_\_\_\_

### 3. 你從何種途徑取得本院課程資料？(可作多項選擇)

How did you learn about CUSCS course information? (You may choose more than one option)

課程手冊 Programme Prospectus  
(請答第4題 Please go to Q.4)

報章廣告 Newspaper Advertisement

互聯網廣告 Internet Advertisement

學院網頁 School Website

星島日報 Sing Tao Daily

雅虎 Yahoo.com.hk

親友推介 Referrals

頭條日報 Headline Daily

谷歌 Google

港鐵燈箱廣告 MTR Lightbox

明報 Ming Pao

Facebook

手機廣告 Mobile Advertisement

am730

Instagram

其他，請註明 Others, please specify:

晴報 Sky Post

其他，請註明 Others, please specify:

其他，請註明 Others, please specify:

### 4. 你如何取得本院課程手冊？

How did you get the CUSCS Prospectus?

親臨索取 In Person

政府部門/公營機構

書局/圖書館 Bookstore/Library

展覽/講座 Exhibition/Seminar

Government Department/Public Organisation

其他，請註明 Others, please specify:

銀行 Bank

郵寄索取 By Mail

### 5. 你感興趣的課程範疇(可作多項選擇)

Areas of your interests (You may choose more than one option)

藝術及設計 Art and Design

日語 Japanese

康樂體育及會議展覽管理  
Recreation, Sports, Exhibition and Event Management

人文學科 The Humanities

韓語 Korean

款待及旅遊管理  
Hospitality and Tourism Management

創意媒體 Creative Media

歐洲語言 European Languages

應用科學 Applied Sciences

音樂 Music

翻譯 Translation

物流業 Logistics

商業及管理 Business and Management

資訊科技及管理  
Information Technology and Management

輔導學 Counseling

會計及財務 Accounting and Finance

法律 Law

家長教育 Parenting

環境管理及食物安全  
Environmental and Food Safety Management

社會科學 Social Sciences

網上及遙距 Online and Distance Learning

醫療保健 Health Care

紀律部隊及保安管理  
Disciplinary Forces and Security Management

其他，請註明 Others, please specify:

中文/普通話 Chinese/Putonghua

圖書館管理 Library Management

英語 English

## 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	尖沙咀東海報名中心 Tsim Sha Tsui East Ocean Enrolment Centre	中環報名中心 Central Enrolment Centre	將軍澳報名中心* Tseung Kwan O Enrolment Centre*	總辦事處 Head Office
尖沙咀漆咸道南67號安年大廈13樓 星期一至五: 上午8時30分至下午8時 星期六: 上午8時30分至下午6時 星期日及公眾假期休息 電話號碼: 2209-0290 傳真號碼: 2367-2593	尖沙咀加連威老道98號 東海商業中心地庫1樓01室 星期一至五: 上午8時30分至下午7時 星期六: 上午8時30分至下午5時 星期日及公眾假期休息 電話號碼: 2209-0290 傳真號碼: 2367-0273	中環夏慤道12號美國銀行中心1樓A 星期一至五: 上午8時30分至下午8時 星期六: 上午8時30分至下午5時 星期日及公眾假期休息 電話號碼: 2209-0290 傳真號碼: 3110-0611	將軍澳翠林邨 星期一至五: 上午8時30分至下午7時 星期六: 上午8時30分至中午12時 下午1時至4時30分 星期日及公眾假期休息 電話號碼: 2209-0290 / 3943-9103 傳真號碼: 2770-6376	尖沙咀漆咸道南39號鐵路大廈6樓 星期一至四: 上午9時至下午5時45分 星期五: 上午9時至下午6時 星期六、日及公眾假期休息 電話號碼: 2209-0290 傳真號碼: 2603-6565
13/F, Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui Monday to Friday: 8:30am - 8pm Saturday: 8:30am - 6pm Closed on Sundays and Public Holidays Tel: 2209-0290 Fax: 2367-2593	Unit 01, Basement 1, East Ocean Centre, 98 Granville Road, Tsim Sha Tsui Monday to Friday: 8:30am - 7pm Saturday: 8:30am - 5pm Closed on Sundays and Public Holidays Tel: 2209-0290 Fax: 2367-0273	Unit A, 1/F, Bank of America Tower, 12 Harcourt Road, Central Monday to Friday: 8:30am - 8pm Saturday: 8:30am - 5pm Closed on Sundays and Public Holidays Tel: 2209-0290 Fax: 3110-0611	Tsui Lam Estate, Tseung Kwan O Monday to Friday: 8:30am - 7pm Saturday: 8:30am - 12noon 1:00pm - 4:30pm Closed on Sundays and Public Holidays Tel: 2209-0290/3943-9103 Fax: 2770-6376	6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui Monday to Thursday: 9am - 5:45pm Friday: 9am - 6pm Closed on Saturdays, Sundays and Public Holidays Tel: 2209-0290 Fax: 2603-6565

\* 將軍澳報名中心之夏季(五月至九月)開放時間將有調整，請留意本院網頁公布。

\* The opening hours of Tseung Kwan O Enrolment Centre will be adjusted during summer (May - September). Please visit our website for the latest information.

## 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：www.cuscs.hk)

### 入學要求

除註明外，本院之持續進修課程不設特定入學要求，歡迎有志進修人士報讀。詳情請參閱各課程內容。申請人惟須持有有效之香港永久性居民身份證或有效證件來港就讀（網上及遙距課程除外）。

### 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（如適用），郵寄（請在信封面註明「報名表格」）至報名中心或總辦事處，或於辦公時間內交回報名中心。申請將於報名表格、所有有關資料副本（如有註明）及學費完整收妥後才獲處理。本院一般於開課前發出收據及上課證予申請人，如因郵遞失誤而遺失收據及上課證，本院概不負責。若於開課前四天或截止日期後報名的申請人於上課時仍未收到收據及上課證，請致電報名組2209-0290或聯絡個別課程組查詢。若要求額外的收據或上課證，每張將收取行政費用HK\$50。（除特別通知外，申請人須依照本院網頁或課程手冊上之指定時間、日期和地點上課。如網上版本與課程手冊版本有任何不符之處，應以網上版本為準。）本院將不會發出取錄通知書給「短期課程」的申請人。

### 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。本院恕不接受期票。如報讀超過一個課程，請分別填寫報名表格及開列支票/銀行本票，並在支票/銀行本票背面寫上申請人姓名、聯絡電話及課程編號。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），本院不建議申請人使用支票繳交費用。如支票不能兌現，有關申請人須於收到本院職員通知當日起的三個工作天內繳付學費。逾期辦理將不獲保留學額或被取消上課資格。

#### (ii) 快速支付系統「轉數快」

申請人可使用「轉數快」轉賬\*（詳情請參閱個別銀行的指引）。請於「受款人提示訊息」/「備註」欄位填上聯絡電話及課程編號。完成轉賬後將「確認」/「完成轉賬」紀錄（必須附有入賬戶口、轉賬金額、轉賬日期、參考編號及受款人提示訊息/備註）連同報名表格一併以電郵方式傳送至報名中心（scs-enrol@cuhk.edu.hk）作核實。

\* 轉數快識別碼：160565636 或

轉數快電郵地址：payment@scs.cuhk.edu.hk

#### (iii) 現金

報名中心恕不接受任何現金繳費。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（中文大學-004戶口）。本院之銀行入數紙可於報名中心、總辦事處或恒生銀行索取。本院銀行入數紙副本（SCS Copy）須於繳付學費後連同報名表格一併郵寄（請在信封面註明「報名表格」）至報名中心或總辦事處，或於辦公時間內交回報名中心。

#### (iv) 易辦事/支付寶香港/微信支付/八達通

本院報名中心設有易辦事、支付寶香港、微信支付、八達通繳費服務。

#### (v) Visa/萬事達卡

本院報名中心設有Visa/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、信用卡號碼、發卡銀行、有效日期及授權金額。如信用卡繳費未能入賬，申請人須於收到本院職員通知當日起的三個工作天內繳付學費。逾期辦理將不獲保留學額或被取消上課資格。

### 退款

除非因課程額滿或取消，否則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」後四至五星期仍未收到退款，請致電 2209-0290 與報名組聯絡。

### 課程轉修

於課程額滿或取消的情況下，申請人可獲安排轉修另一課程。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行政費HK\$100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。

### 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。

### 需要特殊學習安排之申請人

如申請人需要特殊學習安排，請於開課前與報名組或個別課程組聯絡。申請人所提供的資料，本院只用作進一步了解學生的需要及處理有關事宜，以提供適當的安排及照顧。

## Notes for Application

(For details, please refer to CUSCS Prospectus. For the latest updates, please visit our website: www.cuscs.hk)

### Admission Requirements

Except otherwise specified, the continuing education programmes offered by the School are open to all applicants. Please refer to individual programmes for details. Applicants should possess a valid Hong Kong Permanent Identity Card/Entry Permit for enrolment (except for Online and Distance Learning Programmes).

### Enrolment Procedures

Complete the enrolment form and send copies of supporting documents (if specified) and a cheque/bank draft/bank receipt (if any) to one of the Enrolment Centres in person or by mail (please mark "Enrolment Form" on the envelope) to one of the Enrolment Centres or Head Office. Applications will be processed only when the completed enrolment form, copies of supporting documents (if specified) and payment are received. Receipt and Attendance Permit will normally be issued before course commencement. The School will not be responsible for any loss of Receipt and Attendance Permit dispatched by regular mail. If you do not receive the above items four calendar days prior to course commencement date (or during a class meeting as early as possible for late enrolment), please check with the Enrolment Team at Tel: 2209-0290 or the respective programme team. There is an administrative fee 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 School website or the Prospectus. In the event of any inconsistency between the online version and the Prospectus version, the online version shall prevail. 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. Post-dated cheque will not be accepted. Applicants who enrol for more than one course should issue a separate cheque/bank draft for each course. Please write the applicant's name, contact phone number 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 three working days), you are advised against using cheque in view of further delay arising from bank clearance. If the cheque is rejected by bank, the applicant concerned will be required to pay the tuition fee within three working days upon receipt of notification from the School. Failure to do so will result in cancellation of enrolment or suspension from taking subsequent classes.

#### (ii) Faster Payment System (FPS)

Payment can be made via FPS\* (for details, please refer to the guidelines of individual banks). Applicants should enter their contact phone number and course code(s) in the "Message to payee"/"Notes"/"Remarks" field. After completion of payment, a record of the "Confirmation"/"Payment Completion" page (showing the information of payee, payment amount, payment date, reference number and message to payee/notes/remarks) should be sent together with the enrolment form to Enrolment Centres via email at scs-enrol@cuhk.edu.hk for verification.

\*FPS ID: 160565636 or Email address for FPS: payment@scs.cuhk.edu.hk

#### (iii) Cash

Cash payment is not accepted at Enrolment Centres but can be made via Hang Seng Bank (Account CUHK-004) (excluding Hang Seng Bank at MTR Stations). Bank slip is obtainable 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 in person or by mail (please mark "Enrolment Form" on the envelope) to one of the Enrolment Centres or Head Office.

#### (iv) EPS/AlipayHK/WeChat Pay/Octopus

EPS/AlipayHK/WeChat Pay/Octopus payment can be made at Enrolment Centres.

#### (v) Visa/Master Card

Visa/Master Card payment can be made at Enrolment Centres. Card holder's name, card number, card issuing bank, expiry date and authorised amount should be completed clearly in enrolment form. If the card payment is rejected by bank, the applicant concerned will be required to pay the tuition fee within three working days upon receipt of notification from the School. Failure to do so will result in cancellation of enrolment or suspension from taking subsequent classes.

### Refund

Fees paid are not refundable unless the enrolled course is full or cancelled. The School will transfer the refund to the bank account of the applicant concerned. If you do not get the refund four to five weeks after returning the "Notification of Course Over-subscription/Cancellation", please check with the Enrolment Team at Tel: 2209-0290.

### Course Transfer

Transfer to another course could be arranged 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 the School and with an administrative fee of HK\$100 settled by cheque, bank draft or credit card. The application must be made no less than one week before commencement date of the enrolled course. Late application will not be considered. Fees paid and the related studentship cannot be transferred from one person to another.

### Course Changes

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

### Applicants with Special Learning Needs

Applicants requiring special assistance are advised to contact the Enrolment Team or the respective programme team before course commencement. The information you provided is used by the School only for the purposes of better understanding your needs and processing any suitable arrangement and care if necessary.