



請於填寫本報名表格前細閱背頁之申請須知  
每個報讀的課程須分別填寫報名表格  
此表格可自行影印以用作申請其他課程

Please read the "Notes for Application" overleaf carefully before completing this form  
Please use separate enrolment form for each course to be enrolled  
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

由本院填寫 For CUSCS use only

<input type="checkbox"/> 錄取 Admitted	<input type="checkbox"/> 不錄取 Rejected	<input type="checkbox"/> 後補名單 Waiting List
<input type="checkbox"/> HK\$ _____ 報名費已收 Application Fee Accepted	<input type="checkbox"/> 以支票/本票支付 Paid by cheque/bankdraft <input type="checkbox"/> 以信用卡支付 Paid by credit card	
<input type="checkbox"/> HK\$ _____ 學費已收 Tuition Fee Accepted	<input type="checkbox"/> 以支票/本票支付 Paid by cheque/bankdraft <input type="checkbox"/> 以信用卡支付 Paid by credit card	

報讀課程 Programme applied for:

課程編號 Programme Code	課程名稱 Programme Title	<input type="checkbox"/> 課程 Full Programme	<input type="checkbox"/> 個別學科 Individual Subjects

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, 填報之姓名將載於學業證明文件上 Must be the same as shown on HKID Card or Passport. Name entered will be used on academic documents)

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, 填報之姓名將載於學業證明文件上 Must be the same as shown on HKID Card or Passport. Name entered will be used on academic documents)

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

緊急聯絡人: \_\_\_\_\_ 姓名 \_\_\_\_\_ 關係 \_\_\_\_\_ 電話 \_\_\_\_\_  
Emergency Contact Person: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

最高教育程度: \_\_\_\_\_  
Highest Achieved Education Level:  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 \_\_\_\_\_

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: \_\_\_\_\_

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.: \_\_\_\_\_  
 信用卡 Credit Card:  Visa/  Master

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:  
I hereby authorise CUSCS to charge the credit card above for: Application Fee 報名費 HK\$ \_\_\_\_\_ / Tuition Fee 學費 HK\$ \_\_\_\_\_  
(必須填寫 must fill in)

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

## 丙部 Part C : 學歷、工作經驗及技能 Qualifications, Work Experience and Skills

請於填寫此部份前細閱個別課程章程內之錄取資格。除特別註明外，申請人只需提供與所報讀之課程有關的資料，及其要求之補充資料。詳情請參閱個別課程章程。 Please read the specific admission requirements in the individual programme brochure carefully before completing this part. Unless otherwise specified, applicants should only provide details and copies of supplementary information to the relevant programme applied.

如此部分空位不敷填寫，申請人可使用額外紙張詳列有關資料。 If there is insufficient space in this part, please give details on a separate sheet.

### i) 學歷及專業資格(請順序列出) Academic and Professional Qualifications (in chronological order)

由月/年 From MM/YYYY	至月/年 To MM/YYYY	頒授機構 Issuing Authority	學歷/專業資格 Academic/Professional Qualifications	頒發日期 Date of Issue

請附上有關學歷及專業資格之證明副本(如適用)。 Please provide copies of documentary proof for the Academic and Professional Qualifications (if applicable).

### ii) 工作經驗(請順序列出) Work Experience (in chronological order)

由月/年 From MM/YYYY	至月/年 To MM/YYYY	公司名稱及地址(如屬兼職，請予註明) Company Name & Address (If part-time, please specify)	職位 Position Held	職責簡述 Scope of Duties

請附上有關工作經驗/推薦之證明副本(如適用)。 Please provide copies of documentary proof for work experience/references (if applicable).

### iii) 語言能力 Language Skills

	頒授機構 Issuing Authority	成績/程度 Results/Level	頒發日期 Date of Issue
英語 English			
普通話 Putonghua			
日語 Japanese			
韓語 Korean			
其他語言(請註明) Other Languages (Please specify)			

請附上語言能力測試之成績/有關證書副本(如適用)。 Please provide copies of the language proficiency test result/relevant certificates (if applicable).

### iv) 普通話系列證書/日語證書/韓語證書課程 (如報讀普通話系列證書/日語證書/韓語證書課程者須填寫以下部份)

Putonghua/Japanese/Korean Certificate Programmes (Please fill in this part if you apply for a Putonghua/Japanese/Korean Certificate Programme)

第二選擇 Second Choice: \_\_\_\_\_ 第三選擇 Third Choice: \_\_\_\_\_

曾於本院修讀之課程 Courses/Programmes previously taken at CUSCS: \_\_\_\_\_ 日期 Date: \_\_\_\_\_ 程度 Level: \_\_\_\_\_ 班別 Class: \_\_\_\_\_

其他於非本院修讀之課程 Other non-CUSCS Courses/Programmes taken: \_\_\_\_\_

### v) 藝術課程 (如報讀藝術課程者須填寫以下部份) Art Programmes (Please fill in this part if you apply for an Art Programme)

如曾進修藝術課程，請註明 Have you ever taken any Art Programmes/Courses? If yes, please specify: \_\_\_\_\_

附交藝術作品數目 No. of artworks attached: \_\_\_\_\_ 附交藝術作品類別 Nature of artworks attached: \_\_\_\_\_

### vi) 電腦知識及其他技能 Computer Knowledge and Other Skills

\_\_\_\_\_

### vii) 申請學分豁免 (本院保留最終決定權) Advanced Standing (Subject to the final approval of the School)

是 Yes  否 No  不適用 Not Applicable

### viii) 申請科目豁免 (本院保留最終決定權) Subject Exemptions (Subject to the final approval of the School)

是 Yes 科目 Subject(s): \_\_\_\_\_  否 No  不適用 Not Applicable

## 丁部 Part D: 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本院最新資訊，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

- 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).
- 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.
- 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).
- 本人如獲錄取入學，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.
- 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 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 戊部 Part E：基金課程參加者報讀持續進修基金課程時的「同意及確認聲明」 Consent and Acknowledgement 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 \_\_\_\_\_ 基金課程編號 \_\_\_\_\_  
CEF Course Title: \_\_\_\_\_ CEF Course Code: \_\_\_\_\_

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

### 第一部份 Part I — 同意披露個人資料 CONSENT on Disclosure of Personal Data

- 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.
- 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.
- 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.

### 第二部份 Part II — 確認 Acknowledgement

本人謹此確認 I hereby acknowledge that

- (i) 得知本人已報讀的上述基金課程屬其他主體課程的單元或部份課程，而該主體課程未有登記為基金課程。本人亦明白，本人在成功修畢上述基金課程後，無須為獲得發還基金款項的目的而完成整個主體課程（只適用於上述基金課程屬其他主體課程的單元或部份課程，而該主體課程未有登記為基金課程）。  
I know that I have enrolled in/are part(s) of a package of other courses/programmes not registered under CEF, and understand that I am not obliged to take the full programme for the purpose of CEF reimbursement upon my successful completion of the CEF Course mentioned above (applicable only if the captioned CEF Course(s) is/are part(s) of a package of other courses/programmes **not** registered under CEF).

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

- 適用 Applicable  不適用 Not Applicable

- (ii) 根據基金條款附件一第14(j)段，如本人所報讀的基金課程被終止或暫停註冊，本人有權選擇退學，而培訓機構須無條件就已收取的學費和其他費用作全額退款（包括被終止或暫停註冊的基金課程開辦的任何期間內已繳付學費但未完成的課時）。本人明白若本人選擇修讀已被終止或暫停註冊的基金課程，本人於完成課程後將不會獲得基金發還款項的資格。  
According to paragraph 14(j) of Annex I to the CEF Proforma, if the CEF Course(s) that I have enrolled in/are de-registered or suspended, I have the option to withdraw and the course provider shall refund in full unconditionally (in respect of any period of the de-registered or suspended course which has been paid but not completed) the tuition fees and other monies collected. If I choose to complete such de-registered or suspended course, I understand that I am not entitled to CEF reimbursement claims upon completion.

簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 己部 Part F: 問卷調查 Survey

1. 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)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 課程手冊 Programme Prospectus<br>(請答第 2 題 Please go to Q.2) | <input type="checkbox"/> 報章廣告 Newspaper Advertisement         | <input type="checkbox"/> 互聯網廣告 Internet Advertisement         |
| <input type="checkbox"/> 學院網頁 School Website                                     | <input type="checkbox"/> 星島日報 Sing Tao Daily                  | <input type="checkbox"/> 雅虎 Yahoo.com.hk                      |
| <input type="checkbox"/> 親友推介 Referrals  | <input type="checkbox"/> 頭條日報 Headline Daily                  | <input type="checkbox"/> 谷歌 Google                            |
| <input type="checkbox"/> 手機廣告 Mobile Advertisement                               | <input type="checkbox"/> 明報 Ming Pao                          | <input type="checkbox"/> Facebook                             |
| <input type="checkbox"/> 其他，請註明 Others, please specify: _____                    | <input type="checkbox"/> am730                                | <input type="checkbox"/> Instagram                            |
|  | <input type="checkbox"/> 晴報 Sky Post                          | <input type="checkbox"/> 其他，請註明 Others, please specify: _____ |
|  | <input type="checkbox"/> 其他，請註明 Others, please specify: _____ |   |

2. 你如何取得本院課程手冊?

How did you get the CUSCS Prospectus?

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 親臨索取 In Person           | <input type="checkbox"/> 政府部門/公營機構<br>Government Department/Public Organisation | <input type="checkbox"/> 書局/圖書館 Bookstore/Library             |
| <input type="checkbox"/> 展覽/講座 Exhibition/Seminar | <input type="checkbox"/> 郵寄索取 By Mail   | <input type="checkbox"/> 其他，請註明 Others, please specify: _____ |
| <input type="checkbox"/> 銀行 Bank                  |   |   |

3. 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)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 藝術及設計 Art and Design          | <input type="checkbox"/> 韓語 Korean  | <input type="checkbox"/> 康樂體育及會議展覽管理<br>Recreation, Sports, Exhibition and Event Management |
| <input type="checkbox"/> 人文學科 The Humanities           | <input type="checkbox"/> 歐洲語言 European Languages                                  | <input type="checkbox"/> 款待及旅遊管理<br>Hospitality and Tourism Management                      |
| <input type="checkbox"/> 創意媒體 Creative Media           | <input type="checkbox"/> 翻譯 Translation   | <input type="checkbox"/> 輔導學 Counseling   |
| <input type="checkbox"/> 音樂 Music                      | <input type="checkbox"/> 資訊科技及管理<br>Information Technology and Management         | <input type="checkbox"/> 家長教育 Parenting   |
| <input type="checkbox"/> 商業及管理 Business and Management | <input type="checkbox"/> 法律 Law   | <input type="checkbox"/> 網上及遙距 Online and Distance Learning                                 |
| <input type="checkbox"/> 會計及財務 Accounting and Finance  | <input type="checkbox"/> 社會科學 Social Sciences                                     | <input type="checkbox"/> 其他，請註明 Others, please specify: _____                               |
| <input type="checkbox"/> 醫療保健 Health Care              | <input type="checkbox"/> 紀律部隊及保安管理<br>Disciplinary Forces and Security Management |   |
| <input type="checkbox"/> 中文/普通話 Chinese/Putonghua      | <input type="checkbox"/> 圖書館管理 Library Management                                 |   |
| <input type="checkbox"/> 英語 English                    |   |   |
| <input type="checkbox"/> 日語 Japanese                   |   |   |

## 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(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。申請將於處理表格、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。本院一般於開課前以書面通知申請人有關錄取結果，並於收到學費後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。

## 補充資料

個別課程所需之補充資料(如有)已註明於個別課程之章程內。

## 報名費及學費

報名費(如有)及學費已列印於有關課程章程及本院課程手冊內。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或分期(如有註明)繳付學費。如選用信用卡付款，申請人請於此報名表格乙部填寫所需繳付的報名費(如有)及學費。學費將於申請人獲錄取後才於信用卡支取。

## 繳費辦法

- 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。
- 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、微信支付及八達通繳費服務。
- Visa/萬事達卡(不適用於以外幣支付學費的課程)  
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。

備註：證書及文憑/專業課程之申請人如未獲得本院確認被錄取前，本院不鼓勵申請人選用現金/轉數快/易辦事/支付寶香港/微信支付/八達通繳交學費。待獲得本院通知錄取後，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。

## 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」後四至星期五仍未收到退款，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\$200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給他人。

## 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 (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 of application fee (if required) are received. The School will notify applicants in writing before the course commencement date. Receipt and Attendance Permit will normally be issued upon receipt of tuition fees. 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 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.

## Supplementary Information

Supplementary information required by individual programmes (if any) are specified in the respective sections of the brochure.

## Application Fee and Tuition Fee

Application fee (if any) and tuition fee are listed in the programme brochures and CUSCS Prospectus. Application fee which is not refundable should be paid upon submission of enrolment form. Tuition fee should be paid in full or by instalments (if specified) upon admission. Applicants who choose to pay by credit card should complete the amount of application fee (if any) and tuition fee payable in Part B of this enrolment form. CUSCS will debit the tuition fee payable against your credit card account when admission is confirmed.

## Payment Methods

- 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.
- EPS/AlipayHK/WeChat Pay/Octopus  
EPS/AlipayHK/WeChat Pay/Octopus payment can be made at Enrolment Centres.
- Visa/Master Card (not applicable to programmes charging tuition fees in foreign currencies)  
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.

Notes: Applicants applying for Certificate and Diploma/Professional programmes are advised not to make payment by Cash/FPS/EPS/AlipayHK/WeChat Pay/Octopus before confirmation of acceptance by the School. Successful applicants will be advised to pay the tuition fee within three working days upon notification from the School. Failure to do so will result in cancellation of enrolment.

## 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.

## Programme Transfer

Transfer to another programme could be arranged if the enrolled programme is full or cancelled. In any other event, transfer to another programme can only be made subject to the approval of the School and with an administrative fee of HK\$200 settled by cheque, bank draft or credit card. The application must be made no less than one week before commencement date of the enrolled programme. Late application will not be considered. Fees paid and the related studentship cannot be transferred from one person to another.

## Programme Changes

The School reserves the right to cancel a programme if enrolment is insufficient and make alterations regarding instructors, class schedules, class locations and the programme 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.

## 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，請留意本院網頁公佈。

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