



**HONG KONG ART SCHOOL
SHORT COURSE ENROLMENT FORM
香港藝術學院短期課程報名表格**

For Office Use

Date Received:

Handled by:

Guidelines to Complete the Enrolment Form 填寫報名表格須知

1. Please complete all the information required in the Enrolment Form. Incomplete Enrolment Form will not be processed.
請填寫報名表上所有資料，倘資料不全，本學院將不予受理。
2. Complete this form in **BLOCK LETTERS** with **BLACK** or **BLUE BALL PEN**. 請用黑色或藍色原子筆並以英文或中文正楷填寫。
3. Enrol at least one week before the course starts. 報讀課程，須於開課前最少一星期辦理。
Please forward the completed form to Hong Kong Art School (Shau Kei Wan Campus), 8 Tam Kung Temple Road, Shau Kei Wan, Hong Kong by the application deadline. (Please mark "Course Name" on the envelope if application is sent by mail) 請將填妥的申請表格在截止日期前交回香港筲箕灣譚公廟道8號香港藝術學院(筲箕灣校舍)。(如以郵寄方式遞交申請，請在封面註明所報讀的「課程名稱」。)
4. Enquiry Hotline / 查詢電話: 2922 2822; Fax No. / 傳真 2865 0371; Email / 電郵: enroledu@hkac.org.hk

Part I 第一部份：

A. Course(s) Particular 課程資料

Course Code 課程編號	Course Title 課程名稱	Commencing Date & Time 開課日期及時間	Fee 學費 * HK\$	Receipt No. (For office use only) 收據編號 (此欄由本院填寫)
		Total 合計		

* Please provide relevant supplementary documents if you would like to claim discount from appropriate discount scheme, if any. After the receipt is validated in printing by the School's Enrolment Office, any request for discount shall not be entertained. Discount does not apply to Material Fee. 如申請人享有折扣優惠，請於報讀時申明，並附上有關證明文件。否則，當本院發出正式收據後，申請恕不辦理。材料費用並無折扣優惠。

B. Payment Method 付款方法

Please tick ✓ the appropriate boxes 請在適當的空格內，填上 ✓ 號

1. Cash 現金

Only applicable to enrolment made in person at the Enrolment Office of the Shau Kei Wan Campus

只適用於親身前往學院註冊處(筲箕灣校舍)報名

2. Cheque / Bank Draft 支票 / 本票

Cheque No. / Bank Draft No. 支票號碼 / 本票號碼 : _____ Issuing Bank 發票銀行 _____

(Cheque / Bank Draft should be made payable to the "**Hong Kong Arts Centre**" 支票 / 本票抬頭請寫 "**香港藝術中心**")

3. Credit Card 信用卡 Please tick 請填上 ✓ : VISA 匯財咭 MasterCard 萬事達咭 UnionPay Card 銀聯咭

Only applicable to first-time applicants. UnionPay Card is only accepted for the payment made in person at the Enrolment Office of the Shau Kei Wan Campus. Please enclose a copy of both sides of the VISA / Master Card for verification.

只適用於首次報名之申請人。如使用銀聯咭付款，申請人需親身到學院註冊處(筲箕灣校舍)繳款。請附上信用卡正面及背面之影印本以作核實。

Cardholder's Name in English 持咭人英文姓名 _____

(Name printed on the credit card 請按信用卡上姓名填寫)

Please debit the following amount from my credit card account 請在本人之信用卡戶口扣除港幣 HK\$ _____

Credit Card No. 信用卡號碼 _____

Issuing Bank 發咭銀行 _____ Expiry Date 有效日期 (MM月/YY年) _____

Signed by Credit Card Holder 持咭人簽署 _____

(Please sign in the same way as shown on the credit card. 請用信用卡上之簽名式樣)

Part 2 第二部份

Statistical Information 統計資料

The following questionnaire is for internal statistical purpose only. Please put a tick ✓ in the boxes where appropriate.
本問卷只供本學院作內部統計用途。請在適當的空格填上✓號。

1. How did you learn about HKAS programme? 你從何處獲悉本學院課程？

Website 網頁:

- Hong Kong Art School Hong Kong Arts Centre Yahoo! Hong Kong
香港藝術學院 香港藝術中心 雅虎香港
- Others 其他 (Please specify 請註明 : _____)

Newspapers 報章:

- South China Morning Post Sing Tao Daily Hong Kong Economics Times
南華早報 星島日報 香港經濟日報
- Ming Pao 明報 Sing Pao 成報 Oriental Daily 東方日報
- Others 其他 (Please specify 請註明 : _____)

Magazine 雜誌:

- ArtsLink 藝訊 ARTMAP 藝術地圖 ampost Recruit
- Jobmarket 求職廣場 Jiu Jik 招職 Metropop 都市流行 U Magazine
- Others 其他 (Please specify 請註明 : _____)

Promotional Email 電郵宣傳:

- Hong Kong Art School ARTMAP 藝術地圖 Jobmarket 求職廣場
香港藝術學院 Jiu Jik 招職 Recruit
- Others 其他 (Please specify 請註明 : _____)

Others 其他

- Referrals by Friends / Relatives 親友推介 HongKong Post Circular 香港郵政通函
- Promotion Leaflet 宣傳單張 (Pick up location 索取地點 : _____)
- Others 其他 (Please specify 請註明 : _____)

2. Have you taken any programme in Hong Kong Art School before? 你是否曾於本學院修讀課程？

- Yes 是 (Please specify 請註明 : _____) No 否

3. Which of the following employment / business group(s) do you belong to now? 你目前所屬的行業屬於下列哪項？

- Arts / Arts Management 藝術 / 藝術行政 Advertising / Design 廣告 / 設計
- Movie / TV Production 電影 / 電視製作 Education 教育
- Information Technology 資訊科技
- Others 其他 (Please specify 請註明 : _____)

4. What is your current monthly average income? 你目前每月的收入平均約為：

<input type="checkbox"/> < HK\$10,000	<input type="checkbox"/> HK\$10,000 – HK\$14,999	<input type="checkbox"/> HK\$15,000 – HK\$19,999
<input type="checkbox"/> HK\$20,000 – HK\$24,999	<input type="checkbox"/> HK\$25,000	

NOTES TO APPLICANTS 申請人須知

1. Please submit the completed enrolment form(s) together with course fees as appropriate. 請將填妥的報名表格連同學費交回指定地點。遞交方法如下：

- a. In person to Hong Kong Art School (Shau Kei Wan Campus), 8 Tam Kung Temple Road, Shau Kei Wan, Hong Kong during the opening hours of the Enrolment Office: 親身遞交至香港藝術學院註冊處(筲箕灣校舍)，註冊處辦公時間如下：

Mon-Fri / 星期一至五	Sat / 星期六	Sunday & Public Holidays / 星期日及公眾假期
10 a.m. – 8 p.m. 上午十時至晚上八時	10 a.m. – 6 p.m. 上午十時至晚上六時	Closed 休息

- b. By post to the above address 郵寄到上址
- c. By fax to 傳真至 2865 0371
- d. By putting in the Drop-in-Box at the Service Counter on 10/F, Hong Kong Arts Centre* 投放於香港藝術中心 10 樓之報名表格收集箱* (*Course registration and payment will not be handled at Hong Kong Arts Centre 位於香港藝術中心 10 樓之服務櫃檯並不辦理課程註冊及收費)

2. Payment Method 付款方法：

- a. By Crossed Cheque / Bank Draft 以劃線支票 / 本票付款

Cheque / bank draft should be made payable to the “Hong Kong Arts Centre”. Post-dated cheque will not be accepted. Please put down the applicant’s name and course code on the back of the cheque / bank draft.

支票 / 本票抬頭請寫「香港藝術中心」，期票恕不受理。請將姓名和所報讀課程之編號寫在支票 / 本票背面。

- b. By VISA / MasterCard / UnionPay Card 以匯財咭/萬事達咭/銀聯咭付款

Only applicable to first-time applicants. Please enclose a copy of both sides of your VISA/Master Card for verification. UnionPay Card is only accepted for the payment made in person at the Enrolment Office.

只適用於首次報名之申請人。請附上信用卡正面及背面之影印副本以作核實。如使用銀聯咭付款，申請人須親身到註冊處繳款。

- c. By PPS 以繳費靈付款

Not applicable to first-time applicants. 不適用於首次報名之申請人。

- d. By Cash 以現金付款

Only applicable to enrolment made in person to the Enrolment Office. Please **DO NOT SEND CASH BY POST**. Hong Kong Art School will not be responsible for any loss of payment sent by mail.

只適用於親身到註冊處報名。請勿郵寄現金，因郵遞失誤而遺失的款項，本院概不負責。

3. Fees and places on courses cannot be transferred from one applicant to another. Only the applicant is allowed to attend the course / programme. Fees paid are not refundable except as statutorily provided or under very exceptional circumstances.

學費及學額不得轉讓他人。除特殊情况及法例規定外，一切已繳費用，本院概不退還。

4. Statement of attendance may be issued within one year upon course completion but not thereafter. An administrative charge of HK\$50 will be levied for each copy.

如學員要求本院頒發出席證明須於課程完成後一年內辦理，否則恕不辦理。學員需繳付每科每張港幣 50 元的手續費。

5. Unless otherwise specified, applicants should be at age 16 or above and Hong Kong Art School reserves the right to accept or reject an application. 除特別註明外，申請者需年滿 16 歲或以上。本院有權接納或否決申請人的入學申請。

6. Once admitted to a short course, you may not change to another short course without prior approval from Hong Kong Art School. 除獲得本院批准外，一經取錄，學員不得轉讀其他課程。

7. Unless otherwise stated, courses printed in English will be conducted in English, and courses printed in Chinese will be conducted mainly in Cantonese (or supplemented by Mandarin). If the course descriptions are written in both English and Chinese, the teaching medium will be Cantonese and / or English depending on the language used by the students.

除特別註明外，以英文刊登的課程，授課語言為英語；以中文刊登的課程，授課語言則以粵語為主(或輔以國語)。倘課程以中文及英文刊登，授課語言則視乎學員需要，而以粵語及/或英語為主。

8. Personal Data 個人資料

a. Personal data provided as part of an application for admission will be used solely for the purpose of admission during the admission process. In this connection the data will be handled by staff of Hong Kong Art School only.

本報名表內的個人資料將僅供香港藝術學院職員處理。

b. When the processing & consideration of all the applications for programs have been completed:當處理入學申請程序完成後：

i. The application papers of successful candidates will be included as part of the student file and be transferred to the student database, and this connection, the data will thereafter be handled by respective staff of Hong Kong Art School.

若入學申請成功，申請人的資料將會存入學生檔案並由香港藝術學院職員處理。

ii. If the application is not successful, only the applicant’s personal data (name and communication means) and areas of interest will be retained in the mailing list of the Hong Kong Art School for marketing purpose. If you do not wish to receive any of this information, please put an **X** in the following box and we will remove your data from our marketing database.

若申請不被接納，學院只會保留申請人的姓名、聯絡方法及有關申請人興趣的統計資料，以便日後寄上最新的課程資料。倘閣下不欲收取此等資料，請在右列方格上填上 **X**，以便學院把閣下的個人資料刪除。

In accordance with the Personal Data (Privacy) Ordinance, applicants and students have the rights to request a copy of their personal data kept by Hong Kong Art School and to correct any of such personal data. To access their personal data, students may write to Hong Kong Art School (Shau Kei Wan Campus), the School will reply within 40 working days. 根據個人資料(私隱)條例，申請人及學員有權查閱和獲得香港藝術學院持有其個人資料之副本及要求更改其個人資料。如欲查詢、翻閱及更改其個人資料，請去信香港藝術學院(筲箕灣校舍)，本院將於收到書面申請後四十個工作天內回覆。