



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

Received on:

Handled by:

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

1. Please complete all the information required on the Enrolment Form. Incomplete Enrolment Form will not be processed.
請填寫報名表上所有資料，若資料不全，學院將不予受理。
2. Please 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. Please read through the Notes to Applicants and please submit the completed form to Hong Kong Art School by the application deadline (if applicable) via the submission channels as indicated in the Notes to Applicants.
請詳閱申請人須知，並將填妥的申請表格在截止日期前(如適用)以列於申請人須知中相關的遞交方法交回香港藝術學院。

Part I 第一部份：

(A) Course Information 課程資料

Course Code 課程編號	Course Title 課程名稱	Commencing Date, End Date and Time 開課日期、完課日期及時間	Fee ¹ 學費 ¹	Receipt No. (For office use only) 收據編號 (此欄由本院職員填寫)
			HK\$	
			HK\$	
			HK\$	
		Total 合計	HK\$	

¹ 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 in general does not apply to Material Fee (if applicable).

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，當學院發出正式收據後，相關的折扣優惠申請恕不辦理。材料費用(如適用)並無折扣優惠。

(B) Personal Data 個人資料

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

Title 稱謂： Dr. 博士 Mr 先生 Mrs 太太 Ms 女士 Miss 小姐 Gender 性別： Male 男 Female 女

Name as printed on the HKID card or Passport 請按香港身分證或護照上的姓名填寫

Surname 英文姓氏：_____ Given Name 英文名字：_____

Name in Chinese 中文姓名：_____

HKID Card No. (if applicable) 香港身份證號碼 (如適用)：_____ () OR 或

Passport No. (if applicable) 護照號碼 (如適用)：_____ & Place of Issue 護照簽發地點：_____

Date of Birth 出生日期 (Date 日 / Month 月 / Year 年)：_____ Nationality 國籍：_____

Are you a Permanent Resident of Hong Kong? 閣下是否持有香港永久居民身份? Yes 有 No 沒有

Mother Language 母語：_____

Correspondence Address 通訊地址：_____

H.K. 香港 / Kln. 九龍 / N.T. 新界

Home Telephone No. 住宅電話號碼：_____

Office Telephone No. 辦事處電話號碼：_____

Mobile Phone No. 流動電話號碼：_____

Fax No. 傳真號碼：_____

E-mail Address 電子郵箱地址：_____

Occupation(if applicable) 職業(如適用) :

- Art & Design 藝術與設計 Business Management 商業管理 Computer / Technology 電腦 / 科技
 Education 教育 Engineering 工程 Sales / Customer Service 銷售 / 顧客服務
 Social Services 社會服務 Student 學生 Others 其他 _____

(C) Education Background 教育程度

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

- Form 5 / HKCEE 中五 / 會考 SS3 / HKDSE 高中三 / 中學文憑試 Matriculation (F.6 / F.7) 預科
 Tertiary/ Post-Secondary Education 大學或專上教育 Others 其他 _____

(D) 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 Hong Kong Art School
只適用於親身前往香港藝術學院註冊處報名

2. Cheque 支票 / Bank Draft 本票

Cheque No. 支票號碼 / Bank Draft No. 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

- VISA 匯財卡 MasterCard 萬事達卡 UnionPay Card 銀聯卡

Please enclose a copy of both sides of the VISA / Master Card for verification. UnionPay Card is only accepted for the payment made in person at the Enrolment Office of Hong Kong Art School.

請附上信用卡正面及背面之影印本以作核實。如使用銀聯卡付款，申請人需親身到香港藝術學院註冊處繳款。

Cardholder's Name in English 持卡人英文姓名 _____
(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 發卡銀行 _____ Expiry Date 有效日期 (MM 月/YY 年) _____

Signed by Credit Card Holder 持卡人簽署 _____

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

4. PPS 繳費靈

Not applicable to first-time applicants. Enrolment is valid only upon the applicant's receipt of the corresponding Confirmation Invoice issued by the Hong Kong Art School. Please settle your payment only after receiving our Confirmation Invoice, the School will not be responsible for any PPS transaction done before that. The Confirmation Invoice will be issued by email only. Please provide us with a valid email address for the related processing.

不適用於首次報名之申請人。在香港藝術學院向申請人發出相關之「註冊確認書」後，申請人之報讀申請方被取錄及此付款方法方為有效。如申請人在未獲學院發出相關之「註冊確認書」前便自行以繳費靈付款，學院恕不負責，已繳付的學費亦將不獲退還。學院只會以電郵形式向申請人發出「註冊確認書」，請提供有效之電子郵箱地址以作通知。

(E) Declaration 聲明

1. I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that any **false or misleading information** will lead to **disqualification** of my application and cancellation of subsequent enrolment in Hong Kong Art School, and any fees paid will not be refunded.
本人謹此聲明在本申請表填報的資料均屬正確及完整，本人明白若填報之資料失實，本人的入學申請將被取消，同時所繳學費概不獲退還。
2. I have read and understood the Notes to Applicants and Enrolment Information and agreed to abide by Hong Kong Art School regulations.
本人已詳閱及明白附上的申請人須知事項及報讀資料，並同意遵守香港藝術學院的規例。

Signature 簽署 : _____ Date 日期 : _____

Part 2 第二部份 (Optional 可選擇填寫)

Statistical Information 統計資料

The following questionnaire is for internal statistical purpose only, and it allows us to know more about you.

Please put a tick ✓ in the boxes where appropriate.

本問卷只供學院作內部統計用途，並令學院對閣下有更多認識。請在適當的空格填上✓號。

1. How did you learn about HKAS programme? 閣下從何處獲悉學院課程？

Website/Social Media 網頁/社交網站：

- Hong Kong Art School 香港藝術學院網頁 Hong Kong Arts Centre 香港藝術中心網頁
 HKAS Facebook 香港藝術學院面書 Google 谷歌 Yahoo! Hong Kong 雅虎香港
 Others 其他 (Please specify 請註明：_____)

Newspapers 報章：

- South China Morning Post 南華早報 Sing Tao Daily 星島日報 Hong Kong Economic Journal 信報
 Hong Kong Economic Times 香港經濟日報 Ming Pao 明報 Oriental Daily 東方日報
 Apple Daily 蘋果日報 Metro Daily 都市日報 Headline Daily 頭條日報
 Others 其他 (Please specify 請註明：_____)

Magazine 雜誌：

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

Others 其他：

- Referrals by Friends / Relatives 親友推介 HKAS E-mailer 學院電郵
 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 course / programme or joined any activity at Hong Kong Art School before?

閣下曾否於學院修讀課程或參與學院舉辦的活動？

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

3. Which of the following employment / business group(s) do you belong to now?

閣下目前所從事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：_____)

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 the Enrolment Office of Hong Kong Art School (Address: Room 819, 8/F Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong) during office hours: 親身遞交至香港藝術學院註冊處 (地址: 香港柴灣柴灣道 238 號青年廣場 8 樓 819 室) · 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. – 7 p.m. 上午十時至晚上七時	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. (Please mark the corresponding "Course Name" on the envelope if application is to be sent by post.) 郵寄到上址 (如以郵寄方式遞交申請, 請在信封面註明有關報讀之「課程名稱」。)

c. By fax to 傳真至 2865 0371

d. By e-mail to 電郵至 application@hkac.org.hk

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 以匯財卡 / 萬事達卡 / 銀聯卡付款

Only applicable to first-time applicants. Please enclose a copy of both sides of your VISA/ MasterCard 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。如使用銀聯卡付款, 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, 學院概不負責。

3. Once the course(s) is confirmed to be launched, the course fee will automatically be debited from the credit card account or cheque account without further notice. 如課程確認成班, 有關學費會在學員的信用卡或支票戶口內自動扣除而不作另行通知。

4. Fees and places on courses/ programme 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。除特殊情況及法例規定外, 一切已繳費用, 學院概不退還。

5. Hong Kong Art School reserves the right to cancel the course for any reason. In the event of cancellation, refund would be processed by cheque within one month from the cancellation. 學院有權取消有關課程, 如取消, 學院會於取消後一個月內把所繳款項以支票形式退還。

6. 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. 如學員要求學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。

7. 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。學院有權接納或否決申請人的入學申請。

8. Once admitted to the course/ programme, students may not change to another course/ programme without prior approval from the School. 除獲得學院批准外, 一經取錄, 學員不得轉讀其他課程。

9. Unless otherwise stated, courses printed in English will be conducted in English, and courses printed in Chinese will be conducted in Cantonese (and only some of the courses would be supplemented with 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, 授課語言則為粵語(只有部份課程或輔以普通話)。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。

10. Except for any damage or defect noted on the facility or the equipment before use, user of the facility and equipment of Hong Kong Art School has to assume any and all legal liability for the cost of repair or replacement of the equipment (including its accessories) in the event of loss due to theft, damage, negligence or misuse. 除於使用設施或器材前已發現的損毀外, 香港藝術學院的設施及器材之使用者需對任何因失竊、破壞、因疏忽或錯誤使用而導致設施及器材的損毀或損失 (包括所有零件) 承擔責任及作出賠償。

11. Personal Data 個人資料

(i) The personal data provided on the form will be used solely for the purpose of admission processing and will be handled by the staff of Hong Kong Art School only. Upon admission, the personal data will be transferred to the student database and will thereafter be handled by the staff of Hong Kong Art School. 本報名內所填寫的個人資料僅供香港藝術學院職員用作處理有關入學申請之用。學員被取錄後, 學員的個人資料將會存入學生檔案並由香港藝術學院職員處理。

(ii) In view of the updates of the Personal Data (Privacy) (Amendment) Ordinance 2012, we would like to seek your consent for our use of your personal data (including your name, email address, phone number, and mailing address etc.) for providing you with the latest information on the courses, programmes, activities and events of Hong Kong Art School and Hong Kong Arts Centre. Your personal data will be used for the above purpose within our organisation. If we receive no objection from you, we will use your personal data for the above purposes as stated. 為配合《個人資料 (私隱) 條例》於 2012 年的新修定, 香港藝術學院現徵求閣下的同意, 允許我們使用閣下的個人資料 (包括姓名、電郵地址、電話及郵寄地址等), 與閣下保持聯繫及為閣下提供香港藝術學院與香港藝術中心的最新消息 (包括活動推廣、課程資料及其他相關活動等)。如閣下未有提出異議, 閣下的個人資料會供學院內部作上述用途。

(iii) Hong Kong Art School subscribes to the data protection principles and complies with the requirements of the Personal Data (Privacy) Ordinance. The personal data will not be shared with any third party without the consent of students. Students have the right to access to and correct their own personal data. If a student wishes to access his/her data, he/she should submit the request in writing to the Enrolment Office of Hong Kong Art School. 香港藝術學院會根據個人資料 (私隱) 條例處理其個人資料, 不會在沒有徵求學員同意的情况下把學員的個人資料轉讓於任何第三者。學員有權查詢、翻閱及要求更改其個人資料。如欲查閱, 請去信香港藝術學院註冊處。

12. Courses Enquiries 課程查詢

星期一至五 Monday – Friday 10:00 – 19:00

查詢 Enquiry +852 2922 2822

星期六 Saturday 10:00 – 18:00

傳真 Fax +852 2865 0371

星期日及公眾假期休息 Closed on Sundays and Public Holidays

電郵 Email enroledu@hkac.org.hk