

Home Telephone No. : _____

Mobile Phone No. : _____

Office Telephone No. (if applicable) : _____

Fax No. : _____

E-mail Address : _____

Name of Employer (if applicable) : _____

Office Address (if applicable) : _____

H.K. / Kln / N.T.

Occupation (if applicable):

Art & Design

Business Management

Computer / Technology

Education

Engineering

Sales / Customer Service

Social Services

Student

Others _____

(C) Educational Background

Please tick the appropriate boxes

Form 5 / HKCEE

SS3 / HKDSE

Matriculation (F.6 / F.7)

Tertiary/ Post-Secondary Education

(Master Degree or above

Bachelor Degree

Higher Diploma / Associate Degree or equivalent)

Others _____

Institutions attended from Secondary School level and above in chronological order

Dates of Attendance (Month / Year)		School / Tertiary Institution Attended	Qualifications obtained, with classification, Major and Minor subjects (if any)	Date of Award (Month/Year)
From	To			

Are you currently studying other award-bearing programme (e.g. sub-degree / bachelor degree programmes) in Hong Kong Art School and /or other institutions?

Yes No

If Yes, please provide details :

Name of the institution : _____

Name of programme : _____

Expected graduation date : _____

(D) Relevant Working Experience

Please provide information of relevant working experience in chronological order for consideration of your application as appropriate

Date (Date / Month / Year)		Employment Institution / Organization	Appointment held & Outline of Duties	Full Time / Part Time
From	To			

(E) Professional Membership

Name of Professional Body	Name of Award	How it is obtained (e.g. by examination)	Date of Award (Month /Year)

(F) Folio Requirement

A folio of your work, in the form of digital device (e.g. CD rom, USB drive), is required with the application.

The folio of work is expected to demonstrate ability in the discipline, originality, innovation and experimental resolution of projects as well as evidence of basic technical competence. The folio of work should include a maximum of 10 digital images formatted in JPEG files, each of them with no larger than 2MB of size.

(Please note that the folio of work will not be returned.)

(G) Supplement Information

Please enter information which is relevant to your application

Please state reasons for applying the programme, and what do you expect to learn from the programme. You may attach separate sheets for explanation if necessary.

(H) Payment Method of Application Fee

Please tick the appropriate boxes

1. Cash

Only applicable to enrolment made in person at the Enrolment Office of Hong Kong Art School

2. Cheque / Bank Draft

Cheque No. / Bank Draft No. : _____ Issuing Bank _____

(Cheque / Bank Draft should be made payable to the **Hong Kong Arts Centre**)

3. Bank Account Transfer

Please transfer the payment to the following bank account, and email us the remittance advice with your name and programme code ("FA501" for Bachelor programme) quoted, along with the duly completed application form to application@hkac.org.hk

Bank Name: HSBC

Bank Account No.: 022-009575-001

Account Name: Hong Kong Arts Centre 香港藝術中心

*Please be reminded that all bank charges incurred (if applicable) would be absorbed by the applicant/payment sender.

(I) Emergency Contact

The following personal data will solely be for the purpose of emergency contact and will only be handled by staff of Hong Kong Art School upon your enrolment into the programme.

Contact Person : _____ (Chinese)

: _____ (English)

Relationship Parents Spouse
 Children Others _____

Contact No. : _____ / _____

(J) Special Assistance from School (if required)

If you require special needs, mainly in terms of physical disability¹, please indicate the related nature and degree, and the way you hope the School to assist; subject to feasibility and availability of the related facilities, the School would try to facilitate the related arrangements whenever possible.

¹ Applicants with a disability are considered on equal terms with other applicants.

(K) Declaration

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.
2. I have read and understood the Notes to Applicants and Enrolment Information and agreed to abide by Hong Kong Art School regulations.
3. I enclose ____ sheets of supplementary notes and documentary copies in support of my application.

Signature : _____ Date : _____

Part 2 (Optional)

Statistical Information

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.

1. How did you learn about HKAS programme?

Website/Social Media :

- Hong Kong Art School Hong Kong Arts Centre
 HKAS Facebook Google Yahoo! Hong Kong
 Others (Please specify : _____)

Newspapers :

- South China Morning Post Sing Tao Daily Hong Kong Economic Journal
 Hong Kong Economic Times Ming Pao Oriental Daily
 Apple Daily Metro Daily Headline Daily
 Others (Please specify : _____)

Magazine 雜誌 :

- ArtsLink Metropop U Magazine Recruit
 Jobmarket Jiu Jik ARTMAP ampost
 Others (Please specify : _____)

Others 其他 :

- Referrals by Friends / Relatives HKAS Emailer
 Promotion Leaflet (Pick up location : _____)
 Others (Please specify : _____)

2. Have you taken any course / programme or joined any activity at Hong Kong Art School before?

- Yes (Please specify : _____) No

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

- Arts / Arts Management Advertising / Design
 Movie / TV Production Education
 Information Technology
 Others (Please specify : _____)

Thank You !

NOTES TO APPLICANTS

1. Please submit the completed application form together with relevant supporting documents (if applicable) and an application fee of HK\$200 (as and if appropriate).

i. 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:

Mon-Fri	Sat	Sundays & Public Holidays
10 a.m. – 7 p.m.	10 a.m. – 6 p.m.	Closed

ii. By post to the above address
(Please mark the corresponding "Programme Name" on the envelope if application is to be sent by post.)

iii. By e-mail to application@hkac.org.hk
(confirmation of application is subject to receipt of payment.)

2. Payment Method

a. By Crossed Cheque / Bank Draft

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 programme name on the back of the cheque / bank draft.

b. By Cash

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.

c. By Bank Account Transfer

3. Fees and places on Award Bearing Programmes are non-transferable. Fees paid are not refundable except as statutorily provided or under very exceptional circumstances.

4. Hong Kong Art School reserves the right to accept or reject an application.

5. Admission will be by selection for Award Bearing Programmes. You may be informed of the selection arrangements (e.g. interview) and the subsequent result (if applicable) after the closing date of application.

6. Once admitted to the programme, you may not change to another programme without prior approval from the School.

7. Personal Data

(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.

(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.

(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 correction of, 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.