



HONG KONG ART SCHOOL
APPLICATION FORM FOR STATEMENT OF ATTENDANCE
香港藝術學院短期課程聽講證書申請表

Guidance to Complete the Application Form 填寫申請表須知

1. Please complete all the information required on the Application Form. Incomplete Application Form will not be processed.
請填寫報名表上所有資料，倘資料不全，本院將不予受理。
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。

A. Student Personal Data 學員個人資料

Name as printed on the HKID card or Passport. 請按香港身份證或護照上的姓名填寫。

Surname 英文姓氏 : _____
 Given Names 英文名字 : _____
 Name in Chinese 中文姓名 : _____
 HKID/ Passport No. 身份證/護照號碼 : _____ (____)
 Contact Telephone No. 聯絡電話號碼 : _____

B. Course Information 課程資料

Course Code 課程編號	Course Title 課程名稱	Course Date 課程日期	For office use only 本欄由本學院填寫
			Total : hrs.
			Total : hrs.

C. Payment Method 付款方法 (Please tick ✓ the appropriate boxes □ 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)
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**)

D. Collection Method 領取方法 (Please tick ✓ the appropriate boxes □ 在適當的空格內，填上 ✓ 號)

1. In person 親身
 2. By mail 郵寄

Corresponding Address 通訊地址 :

NOTES TO STUDENTS 學生注意事項:

1. The Students can apply for a Statement of Attendance within one year upon course completion at a cost of HK\$50 each if they have attended at least 75% of the course. 學員出席率達百分之七十五或以上·可於課程完成後一年內申請聽講證書·聽講證書的行政費為每張港幣 50 元。

2. Please submit the completed enrolment form(s) together with course fees as appropriate.

請將填妥的報名表格連同費用交回指定地點·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:

Monday – Friday 星期一至五	Saturday 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」。)

3. Fees Payments 付款方法

- Cash 現金

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

- By cross-cheques 以劃線支票付款

Completed application form should be submitted in person or by mail to the above address together with the handling fee of HK\$50 plus an A4 size (size: 30.5cm x 23cm) self-addressed envelope with HK\$5 postage. Cheque should be made payable to the "**Hong Kong Arts Centre**". Please put down the applicant's name on the back of the cheque. Post-dated cheque will not be accepted.

填妥表格後·請連同港幣 50 元的劃線支票親身遞交或郵寄港幣 50 元的劃線支票連同貼上港幣 5 元郵票的 A4 size 回郵信封(尺寸:30.5cm x 23cm)至上址·支票抬頭請寫上「**香港藝術中心**」·並將姓名寫在支票的背面·期票恕不接受。

4. Unless stated by the student that the Statement of Attendance will be collected in person within 3 months of the application, the Statement will be sent to the student after 3 months to the last known address shown in the Short Course Enrolment Form (HKAS001). Hong Kong Art School will not be responsible for any loss or damage of the Statement of Attendance by mail.

除非學員表示會於申請日期計起 3 個月內親臨本學院領取學歷證書·否則本院會於 3 個月後以學員在短期課程申請表內填報的地址把學歷證書郵寄給學員·如因郵遞引致的失誤或損毀·本院概不負責。

Signature of the applicant 申請人簽名

Date 日期: _____

For office use only 本欄由本學院填寫

Application received on Received by Receipt No.

Total Handling Fee: copies x \$50 = \$

Our reference: Statement collect/mail on by