



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**. 請用以英文或中文正楷填寫。
3. An additional HK\$5 will be charged for mailing if collect the Statement of Attendance by mail. 如以郵寄領取聽講證書，需額外收取 HK\$5 郵資。

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。

Name in English 英文姓名 : _____

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 : _____

E-mail Address 電子郵箱地址 : _____

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

2. Cheque 支票 / Bank Draft 本票 (Cheque / Bank Draft No. 支票/本票號碼 : _____)

(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. Bank Account Transfer 銀行戶口轉賬

Please transfer the payment to the following bank account, and submit the remittance advice along with the duly completed application form. 請將費用轉賬至下列銀行戶口，並將轉賬通知書連同申請表一併提交。

Bank Name 銀行名稱: HSBC

Bank Account No. 銀行戶口號碼: 022-009575-001

Account Name 戶口名稱: 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. 所有相關之銀行服務費用(如適用)將由報名人/付款人負責。

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 (Additional HK\$5 charge 需額外收取 HK\$5 郵資)

Postal Address 郵寄地址：

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	Lunch Break 午休	Saturday, Sunday & Public Holidays 星期六 · 星期日及公眾假期
10 a.m. – 7 p.m. 上午十時至晚上七時	1 p.m. – 2 p.m. 下午一時至下午二時	Closed 休息

b. By post to the above address. (Please mark "Applying Statement of Attendance" on the envelope.) 郵寄到上址 (請在信封面註明「申請聽講證書」。)

c. By email to application@hkac.org.hk. 電郵到 application@hkac.org.hk。

3. Payment Method 付款方法

- 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

- Cheque 支票 / Bank Draft 本票

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.

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。

- By Bank Account Transfer 銀行戶口轉賬

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 + postage fee \$__ = \$ _____

Our reference : _____ Statement collect/mail on _____ by _____