

**For Office Use**

Received on:

Handled by:

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

- Please complete all the information required on the Enrolment Form. Incomplete Enrolment Form will not be processed.  
請填寫報名表格上所有資料。若資料不全，學院將不予受理。
- 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。
- Please read through the Notes to Enrollees and please submit the completed form to Hong Kong Art School by the enrolment deadline (if applicable) via the submission channels as indicated in the Notes to Enrollees.  
請詳閱申請人須知，並將填妥的報名表格在截止日期前(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。
- Hong Kong Art School reserves the right to cancel the course(s) 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。
- 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 Information 課程資料**

Course Code 課程編號	Course Title 課程名稱	Conducting Date & Time 課程日期及時間	Fee <sup>1</sup> 費用 <sup>1</sup>	Receipt No. (For office use only) 收據編號 (此欄由學院填寫)
			HK\$	
			HK\$	
			HK\$	
Total 合計			HK\$	

<sup>1</sup> 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**

Section (bi)

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： Student Number (if applicable) 學生編號 (如適用)<sup>2</sup>: S

<sup>2</sup> If you are a currently enrolled student of the School's award-bearing programme (not applicable to short course enrollees), please fill in your Student Number here, and there is no need for you to fill in the following items in Section (bii).

如申請人正就讀於學院之學歷頒授課程 (不適用於短期課程學員)，請於空格內填上申請人現時的學生編號，申請人亦無須填寫以下 (bii) 部分。

Section (bii)

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

HKID Card No. 香港身份證號碼 : \_\_\_\_\_ ( )

Correspondence Language 語言 (may choose more than one 可選多於一項) :  Cantonese 廣東話  English 英語  Mandarin 普通話

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 : \_\_\_\_\_

Education Background 教育程度 :

- 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 \_\_\_\_\_
- Master Degree or above 碩士或以上
- Bachelor Degree 學士
- Higher Diploma / Associate Degree or equivalent 高級文憑/副學士或同級

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) 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 / MasterCard 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 enrollees. Enrolment is valid only upon the enrollee'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，已繳付的費用亦將不獲退還。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。

5. Bank Account Transfer 銀行戶口轉賬

Enrolment is valid only upon the enrollees' receipt of the corresponding Confirmation Invoice issued by the School. Please transfer your payment only after receiving our Confirmation Invoice, the School will not be responsible for any transaction done before that. The Confirmation Invoice with details of bank transfer information will be issued by email only. Please provide us with a valid email address for the related processing.

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」前便自行轉賬付款，學院恕不負責，已繳付的費用亦將不獲退還。學院只會以電郵形式向申請人發出載有銀行戶口轉賬方法之「註冊確認書」，請提供有效之電子郵箱地址以作通知。

**(D) Special Assistance from School (if required) 學院特別協助 (如需要)**

If you require special needs, mainly in terms of physical disability<sup>3</sup>, 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. 如因身體障礙而需特別協助，請註明殘障<sup>3</sup>性質、程度及所需之協助，視乎有關情況及若有關資源及設施許可，學院將盡量作出有關安排。

<sup>3</sup> Enrollees with a disability are considered on equal terms with other enrollees. 香港藝術學院對殘障人士及其他申請者會一視同仁。

**(E) Declaration 聲明**

1. I declare that the information given in this Enrolment Form is, to the best of my knowledge, accurate and complete. I understand that any **false or misleading information** will lead to cancellation of subsequent enrolment in Hong Kong Art School, and any fees paid will not be refunded.

本人謹此聲明在本報名表格填報的資料均屬正確及完整，本人明白若填報之**資料失實**，本人的報名申請將被取消，同時所繳費用概不獲退還。

2. I have read and understood the Notes to Enrollees 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，並同意遵守香港藝術學院的規例。

3. I enclose \_\_\_ sheets of supplementary notes and documentary copies in support of my enrolment application.

現附上\_\_\_頁補充資料和證明文件副本以作為本人報讀課程的輔助證明。

Signature 簽署 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

For use by email submission (digital transmission) only, instead of signing, please tick ✓ this box as a **signification of your acknowledgement of the above points.**

如以電郵遞交表格 (書面簽署不適用之場合)，請在空格內填上✓號，以示你對以上聲明的了解。

**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  
 HKAS Instagram 香港藝術學院 Instagram                       HKAS YouTube channel 香港藝術學院 YouTube channel  
 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 ENROLLEES 申請人須知

1. Please submit the completed enrolment form(s) together with 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：

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 Title" on the envelope if enrolment form 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 e-mail to 電郵至 [application@hkac.org.hk](mailto:application@hkac.org.hk) (applicable only to form submission, confirmation of enrolment is subject to receipt of payment and place availability. 只適用於遞交報名表格, 報名須在學院收到費用後及視乎屆時報名情況才能確定。)
- d. By putting in the Drop-in-Box at the Service Counter of Hong Kong Art School Main Campus on 10/F, Hong Kong Arts Centre.\* 投放在位於香港藝術中心 10 樓之香港藝術學院本部之報名表格收集箱\* (\*Course registration and payment will not be handled at the Services Counter of the School Main Campus. \*位於香港藝術中心 10 樓之學院本部服務處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 enrollee'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  
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.  
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 enrollees. 不適用於首次報名之申請人。)
- d. By Bank Account Transfer 銀行戶口轉賬
- e. 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. Enrolment is on first-come-first-served basis. There will be confirmation from the School about the enrolment. Fees and places, once confirmed, cannot be transferred from one enrollee to another. Only the enrollee is allowed to attend the course(s). Fees paid are not transferable and refundable except as statutorily provided or under very exceptional circumstances. 報名以先到先得形式進行, 申請人將收到學院的確定。報名一經確定, 名額及所有費用不得轉讓他人。除特殊情況及法例規定外, 一切已繳費用, 不得轉讓, 學院亦概不退還。

4. Unless otherwise specified, enrollees should be at **age 18 or above**, and Hong Kong Art School reserves the right to accept or reject an enrolment application. 除特別註明外, 參加者須年滿 **18 歲或以上**。學院有權接納或否決申請人的報名申請。

5. Hong Kong Art School reserves the right to accept or reject an enrolment application at its own discretion. 學院保留斟酌、接納及否決報名申請之權利。

6. 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。

7. 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。

8. 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. 本報名表格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 年的新修訂, 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況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。