



Enrolment Information

All Short Courses will be conducted at the [Main Campus of Hong Kong Art School](#) (10/F, Hong Kong Arts Centre, 2 Harbour Road, Wan Chai, Hong Kong), unless otherwise stated.

1. To apply for Short Course, please complete the Short Course Enrolment Form (Form No.: [HKAS001](#)).

Enrolment forms are also available on the following School Campuses:

- Hong Kong Art School Main Campus (10/F, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong)
 - Hong Kong Art School Chai Wan Campus (Room 819, 8/F Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong)
2. Please make sure you meet the enrolment requirements (if applicable) of the course that you are applying for.
 3. Unless otherwise stated, the closing date for application is 7 working days before the course starting date. Late applications will only be considered if there are still vacancies.
 4. Please submit the completed enrolment form(s) together with the course fee and relevant supporting documents (if applicable) via one of the following means:
 - a) In person to the Enrolment Office of Hong Kong Art School
Address: Hong Kong Art School Chai Wan Campus
(Room 819, 8/F Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong)
Office Hours: Monday – Friday 10:00a.m. – 7:00p.m.
Saturday 10:00a.m. – 6:00p.m.
Closed on Sundays and Public Holidays
 - b) By post to the School Enrolment Office (Please DO NOT send cash by post).
 - c) By email to application@hkac.org.hk
 - d) By fax to 2865 0371
 - e) By putting in the Drop-in-Box at Hong Kong Art School Main Campus
(10/F, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong)

Attention:

- Please DO NOT put cash into the Drop-in Box. Hong Kong Art School will not be responsible for any loss of payment.
 - For applications via email, please make sure the images of the uploaded documents are clear. The School reserves the right to delay or refuse the processing of electronic transmission with incorrect information or unclear image.
 - Hong Kong Art School reserves the right to cancel, postpone or amend any course without prior notice.
5. If you do not hear from our Enrolment Office one week after submitting your Enrolment Form, please feel free to approach our Enrolment Office at 2922 2822 or enroledu@hkac.org.hk.
 6. 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.



7. Hong Kong Art School will issue official receipts to applicants to confirm admission to courses. Please make sure that all information printed on the receipt is correct and attend the course according to the date, time and venue as specified. No confirmation letter will be issued separately.
8. Unless otherwise specified, enrolment is made on a first-come first-served basis according to the received date of the enrolment form. Hong Kong Art School reserves the right to accept or reject an application.

Payment Method

1. Paid by Cash, Crossed Cheque, Bank Draft, Credit Card, Bank Account Transfer or PPS
 - By Cash
Only applicable to enrolment made in person at the Enrolment Office of Hong Kong Art School. Please **DO NOT SEND CASH BY POST**. Hong Kong Art School will not be responsible for any loss of payment sent by post.
 - By Crossed Cheque / Bank Draft
Please make cheque / bank draft payable to the "**Hong Kong Arts Centre**" and mark the applicant's name and course code on the back of the cheque / bank draft. Post-dated cheque will not be accepted.
 - By Credit Card (Visa / MasterCard / UnionPay Card)
Please enclose a copy of both sides of your 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.
 - Bank Account Transfer
Enrolment is valid only upon the enrollees' receipt of the corresponding "Confirmation Invoice of Course Enrolment" issued by the School. Please transfer your payment only after receiving our "Confirmation Invoice of Course Enrolment", 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.
 - By PPS
Not applicable to first-time applicants.
Enrolment is valid only upon the applicant's receipt of the corresponding "Confirmation Invoice of Course Enrolment" issued by the Hong Kong Art School. Please settle your payment only after receiving our "Confirmation Invoice of Course Enrolment", the School will not be responsible for any PPS transaction done before that. The "Confirmation Invoice of Course Enrolment" will be issued by email only. Please provide us with a valid email address for the related processing.
2. A Receipt will be issued upon completion of the total payment. Receipts can only be collected in person at the Enrolment Office of Hong Kong Art School (Chai Wan Campus), or sent by post to the correspondence address that applicants filled on the enrolment form. Hong Kong Art School will not be responsible for any loss of receipt sent by post. If applicants are still unable to receive the school's receipts 3 working days before the course starts, please contact the School Enrolment Office. If applicants request Hong Kong Art School to re-issue or issue an additional copy of receipt, an administrative fee of HK\$50 will be levied for each copy.



Course Cancellation and Refund

1. Fees paid are not refundable except as statutorily provided or under very exceptional circumstances.
2. 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.
3. Fees and places on courses cannot be transferred from one applicant to another.

Enrolment Requirement

Unless otherwise specified, applicants should be at age 16 or above.

Transfer of Courses

1. Application for course transfer, only upon special request, should be made at least one week before the course starts.
2. The course transfer, if applicable, is made available only among the Short Course that are already published on the School website.
3. Course Transfer Application form (Form No. HKAS003) is available at the Enrolment Office of Hong Kong Art School.
4. As administrative fee of HK\$100 will be levied for course transfer. The applicant is required to pay the course fee difference, if any, upon approval of the transfer application. However, should the course fee of the new one be less than that of the original course, the difference shall not be refunded to the applicant.
5. Hong Kong Art School reserves the right to accept or reject the application of course transfer.

Class Arrangement

1. Unless otherwise notified, students who have enrolled should attend the class according to the date, time and place as specified on the official receipt. If you are not able to receive the official receipt 3 working days before the commencement of the course, please contact our School Enrolment Office.
2. Hong Kong Art School reserves the right to make any change with respect to the course details, such as date, time, venue and tutor as published on the website.
3. Unless special arrangements are made, there will be no classes on:
 - Public holidays
 - New Year's Eve (evening), Lunar New Year's Eve (afternoon & evening), Mid-Autumn Festival (evening), Winter Solstice (evening) and Christmas Eve (evening).



Student Identity

Please bring along your course fee receipt to the class you attend. Hong Kong Art School reserves the right to request students to show their Hong Kong Identity Card to prove their identity.

Statement of Attendance

1. Students can only apply for a Statement of Attendance if they have completed at least 75% of the course. An administrative fee of HK\$50 will be levied for each copy. Statement of Attendance can only be issued within 1 year upon course completion but not thereafter. In view of operational concerns, Hong Kong Art School however reserves the right to accept or reject relevant application.
2. To apply for a Statement, please complete the application form (Form No.: [HKAS004](#)). The form is available at the Enrolment Office of Hong Kong Art School.
3. Please submit the completed application form together administrative fee of HK\$50 and additional postage (if applicable) in person, by post or by email to the Enrolment Office of Hong Kong Art School. For more details, please refer to the application form. Hong Kong Art School will not be responsible for any loss of the Statement of Attendance sent by post.
4. The Statement of Attendance could also be collected in person at the Enrolment Office of Hong Kong Art School.

Personal Data

1. The personal data provided on the enrolment 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.
2. In view of the updates of the Personal Data (Privacy)(Amendment) Ordinance 2013, the School will seek the consent of students for the use of their personal data (including name, email address, phone number, and mailing address etc.) for providing students with the latest information on the courses, programmes, activities and events of Hong Kong Art School and Hong Kong Arts Centre. The personal data will be used for the above purpose within our organization. If the School receives no objection from students, the personal data will be used for the above purposes as stated.
3. 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.