

**BACHELOR OF EDUCATION (HONOURS) IN EARLY CHILDHOOD EDUCATION
(PART-TIME MODE)
SENIOR YEAR ADMISSION**

**2018-2019
APPLICATION GUIDE**

Personal Information Collection Statement

Information provided in this application form will be used for the following purposes:

- Selection of applicants for admission to the Programme;
- Collection of information from the relevant institutions/schools and referees about your candidature for studies;
- Transferral to student record system upon admission to the Programme. Information of unsuccessful applicants will be destroyed after the completion of the entire admission exercise; and
- Transferral to the Academic Registry and Alumni Office after graduation.

In accordance with the Personal Data (Privacy) Ordinance, you have the right to access to and make correction of the information contained in this application form.

General Information

- Please read the *Programme Leaflet* and the *Application Guide* carefully before completing the application form.
- Please use BLOCK LETTERS in English and complete the application form in ink.
- Information provided in this application form must be accurate and complete, and all relevant supporting documents must be supplied with the application. Incomplete application materials will affect the process of admission to the programme.
- Please do not send in or submit the original copies of any supporting documents with your application.
- Applicants will be assessed individually on their academic achievements, professional qualifications and work experience. Interview may be given to the selected applicants.
- **Accreditation of non-local academic qualifications should be made through the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and such applicants should submit the assessment results in support of their applications.**
- Please keep your application number for future reference.
- Information contained in this *Application Form and Guide* is subject to change without prior notice.
- The submitted application form and the supporting documents are not returnable.

Application Fee Payment Instructions

1. Cheque Payment

The application fee of HK\$350 for local applicants and HK\$450 for non-local applicants can be paid by a crossed cheque made payable to “HONG KONG BAPTIST UNIVERSITY”. Please mark your Chinese and English name in full, contact number and Hong Kong ID Card number at the back of the cheque. Mail the cheque to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state on the envelope “Application for Bachelor of Education (Honours) in Early Childhood Education (Part-time Mode)”. Postdated cheques will not be accepted.

2. e-Banking / ATM

(A) e-Banking

Payment through HSBC / Hang Seng Bank / JETCO e-Banking:

- HSBC – <http://www.hsbc.com.hk>
- Hang Seng Bank – <http://www.hangseng.com/e-Banking>
- JETCO – <http://www.jetco.com.hk/tc/Member/banks.html>

e-Banking	
i.	Choose “Bill Payment”
ii.	Choose “Hong Kong Baptist University”
iii.	Choose bill type “07” for “SCE Application Fee”
iv.	Key in the 8-digit bill number. The first four digits are the programme code - “8033” . The fifth to eighth digits are the first four digits of your Hong Kong ID Card number . (Please refer to Section C: “Steps to Key in Bill Number”)
v.	Key in the exact amount of HK\$350 for local applicants and HK\$450 for non-local applicants.
vi.	Please print and send the receipt to us by mail. Please mark your full name, contact number and Hong Kong ID Card number at the back of the receipt and send it to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state on the envelope “Application for Bachelor of Education (Honours) in Early Childhood Education (Part-time Mode)”. You may make a photocopy of the receipt as proof of payment. No receipt will be issued by the School for application fee paid by e-banking.

(B) ATM

HSBC / Hang Seng Bank ATM Machine	JETCO ATM Machine
i. Choose “Bill Payment”	i. Choose “Bill Payment”
ii. Choose “Education – Universities”	ii. Choose “Education”
iii. Choose “Hong Kong Baptist University”	
iv. Key in / Choose bill type “07” for “SCE Application Fee”	
v. Key in the 8-digit bill number. The first four digits are the programme code - “8033” . The fifth to eighth digits are the first four digits of your Hong Kong ID Card number . (Please refer to Section C: “Steps to Key in Bill Number”)	
vi. Key in the exact amount of HK\$350 for local applicants and HK\$450 for non-local applicants.	
vii. Collect and send the original customer advice to us by mail. Please mark your full name, contact number and Hong Kong ID Card number at the back of the customer advice and send it to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state on the envelope “Application for Bachelor of Education (Honours) in Early Childhood Education (Part-time Mode)”. You may make a photocopy of the customer advice as proof of payment. No receipt will be issued by the School for application fee paid by ATM.	

(C) Steps to Key in Bill Number

Please refer to the following example:

Programme Code for Bachelor of Education (Honours) in Early Childhood Education (Part-time Mode)	HKID Card Number	Please Key in	8-digit bill number
8 0 3 3	A123456(7)		
	XE678910(1)		8 0 3 3 6 7 8 9

Remarks:

The application fee submitted is non-refundable, irrespective of the application status of applicants.