



短期課程學費優惠申請表 Application for Fee Reduction (Short Courses)

請注意：學費優惠不適用於所有已登記為持續進修基金課程的短期課程

Attention: Fee reduction does not apply to Short Courses registered under Continuing Education Fund (CEF)


請參閱背頁指引。 Please turn overleaf for notes for application.

個人資料 PERSONAL PARTICULARS

姓名 (英文) Name (English): _____ (中文) (Chinese): _____ 身份證號碼 HKID Card No.: _____

日間聯絡電話 Daytime Contact No.: _____ 電郵地址 Email Address: _____

請選擇類別及填寫有關資料並附證明文件副本 (請參閱申請須知第 1 項)。 Please select a type, fill in the information and attach copy of identification (see Note 1 overleaf).

類別 Type	申請人資料 Applicant's Information	FOR OFFICE USE (verification)
<input type="checkbox"/> I. 香港浸會大學全職教職員 HKBU Full-time Staff	職員編號 Staff No. 學院/部門 School/Department	<input type="checkbox"/> Staff ID Card
<input type="checkbox"/> II. 香港浸會大學信用卡持有人 HKBU Credit Card Holder		<input type="checkbox"/> HKBU Credit Card
<input type="checkbox"/> III. 長者卡持有人 Senior Citizen Card Holder	長者卡號碼 Senior Citizen Card No.	<input type="checkbox"/> Senior Citizen Card
<input type="checkbox"/> IV. 香港浸會大學校友並持有香港浸會大學信用卡 HKBU Alumni holding HKBU Credit Card	學生編號 Student No. 學系及畢業年份 Major and Graduation Year	<input type="checkbox"/> HKBU Credit Card <input type="checkbox"/> Alumni Card / status (delete as appropriate)
<input type="checkbox"/> V. 「香港浸會大學基金」成員 HKBU Foundation Member	會員卡號碼 Membership Card No.	<input type="checkbox"/> Membership Card / status (delete as appropriate)
<input type="checkbox"/> VI. SCE 之友 SCE Friends Member	會員卡號碼 Membership Card No.	<input type="checkbox"/> Membership Card / status (delete as appropriate)
以下申請人須先以全數支付學費，並填寫銀行戶口資料(請參閱申請須知第2及3項) ● 未能出示有關證明文件之第IV、V及VI類別申請人 ● 經網上報讀之申請人(如申請人於網上以信用卡或繳費靈繳付學費，則無須填寫戶口資料) The following applicants should pay the full fee and fill in bank account information (see Note 2 and 3 overleaf) ● Applicants of Types IV, V and VI who are unable to present the supporting documents ● Applicants who submit course applications online (applicants are not required to provide bank account information if payment is settled online by PPS or credit card)	銀行名稱及編號 Bank Name & Code _____  戶口號碼 Account No. (儲蓄或往來戶口 Saving or Current Account) _____ 銀行戶口持有人姓名(英文) Name of Bank Account Holder _____	

短期課程資料 SHORT COURSES INFORMATION

科目編號 Course Code	科目名稱 Course Title	全數學費 Full Fee (HK\$)	優惠學費 Discounted Fee (HK\$)	FOR OFFICE USE (Y/N)	
				CEF	Cert/Dip
年份 Year: _____	學期 Term: _____	總計 Total			

簽署 Signature: _____ 日期 Date: _____

本院專用 FOR OFFICE USE ONLY

Application received by: _____ (/ /)

Approved Not Approved by: _____ (/ /) (Ctr06 / Ctr09 / Ctr16 / Ctr59 / Registry)
full name signature

Discount Amount:\$ _____ Reimbursement: N/A handled by: _____ (/ /)

申請須知 Notes for Application

1. 本院提供學費優惠*予以下類別人士，申請人須於提交短期課程報名表格時一併遞交此表格，並夾附有效之證明文件副本或攜同有關文件親臨本院各中心辦事處以作核對。逾期申請，恕不受理。

The School offers tuition fee discount to the following types of applicants. Applicants should submit this form together with Short Courses Application Form(s). Applicants must attach copy of supporting document(s) or present the original of the supporting document(s) at our Centre Offices for verification. Late applications will not be considered.

類別 Type	學費優惠 Fee Discount	證明文件 Supporting Document(s)
I. 香港浸會大學全職教職員 HKBU Full-time Staff	20%	職員證 Staff ID Card
II. 香港浸會大學信用卡持有人 HKBU Credit Card Holder	20% (適用於只頒發聽講證書之短期課程 Applicable to Short Courses for which only Certificate of Attendance will be issued)	香港浸會大學信用卡 HKBU Credit Card
III. 長者卡持有人 Senior Citizen Card Holder	50%	長者卡 Senior Citizen Card
IV. 香港浸會大學校友並持有 香港浸會大學信用卡 HKBU Alumni holding HKBU Credit Card	20%	香港浸會大學信用卡(正面)及 香港浸會大學校友卡(正面及背面)(如適用) HKBU Credit Card (front side) & HKBU Alumni Card (both sides) (if applicable)
V. 「香港浸會大學基金」成員 HKBU Foundation Member	20%	「香港浸會大學基金」會員卡 HKBU Foundation Membership Card
VI. SCE 之友 SCE Friends Member	20% (不適用於證書及文憑課程科目 Not applicable to Certificate & Diploma Programme courses)	SCE 之友會員卡 SCE Friends Membership Card

* 已登記為持續進修基金課程的短期課程除外。 Excluding Short Courses registered under CEF.

2. 申請人只須繳付折扣後之學費金額；第 IV、V 及 VI 類別之申請人若未能出示有關證明文件，則須先以全費繳付學費，並填寫銀行戶口資料。本院核實申請人之有關身份並接納學費優惠申請後，將於學期開課後一個月內以自動轉賬將退款存入申請人提供之銀行戶口。
Applicants are required to pay the net tuition fee only. Applicants of Types IV, V and VI who are unable to present the supporting documents are required to pay the full fee and fill in bank account information. After verification of applicants' identities and upon successful application, the discounted tuition fee will be reimbursed via bank transfer within one month after term commencement to the bank account provided.
3. 若申請人於網上報讀短期課程，不論任何優惠類別，均須先繳付學費全費，並於遞交網上報名後一星期內將此表格及證明文件副本交回本院各中心辦事處，或郵寄至「九龍塘聯合道三百二十號建新中心二樓香港浸會大學持續教育學院」，信封面請註明「短期課程學費優惠申請」。如申請獲接納，學費優惠退款將於學期開課後一個月內以自動轉賬退款存入申請人提供之銀行戶口。如申請人於網上以信用卡或繳費靈繳付學費，則無須填寫戶口資料，退款將存入用以繳款的信用卡戶口或連繫於繳費靈戶口的銀行賬戶。
If course applications are submitted online, applicants are required to pay the full fee regardless of the discount type. This application form together with photocopy of supporting document(s) shall be submitted to our Centre Offices or by mail to "School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong" (please mark "Application for Fee Reduction (Short Courses)" on the envelope) within one week after submission of online application. Upon successful application, the discounted tuition fee will be reimbursed via bank transfer within one month after term commencement. Applicants are not required to provide bank account information if payment is settled online by PPS or credit card. The discounted tuition fee will be reimbursed to the credit card account for payment or the PPS linked bank account.
4. 本院將以電子郵件確認收妥此申請，請填寫電郵地址（只適用於須要作退款之申請人）。
The School will acknowledge receipt of the application by email, please fill in your email address (applicable to applicants whose discounted fee need to be reimbursed only).
5. 申請人不可同時享用本院提供的其他優惠或資助，如有任何爭議，本院保留最後審批之權利。
Tuition fee discount cannot be used in conjunction with other discounts offered by the School. In the event of any dispute, the decision of the School shall be final.
6. 申請人於此表格所填報的個人資料只供處理本項申請，並有可能轉交香港浸會大學其他部門核對。此表及所有提交的文件將會於完成處理後三個月內銷毀。
The personal data collected in this form is processed for this application only and may be provided to other offices of HKBU for verification purpose. This application form and all documents submitted will be destroyed in three months after the process is completed.