

HIGHER DIPLOMA IN EARLY CHILDHOOD EDUCATION
幼兒教育高級文憑課程

2020-2021

APPLICATION GUIDE

入學申請須知

Personal Information Collection Statement 個人資料收集聲明

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.

- 申請人之個人資料將用作入學甄選用途；
- 本院或向有關院校及諮詢人查詢申請人資料；
- 申請人如獲取錄，其入學申請文件及有關資料將由香港浸會大學中央存檔；未獲取錄者所呈交之申請文件及資料，將於遴選程序完成後銷毀；及
- 學員畢業後，其資料將轉交教務處及校友事務處存檔。

根據個人資料(私隱)條例，閣下有權要求查閱及更改申請表上所填報的個人資料。

General Information 一般資料

- 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.
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- 申請人於填寫申請表前必須詳閱「課程簡章」及「入學申請須知」。
 - 報名表必須使用原子筆以英文正楷填寫申請表。
 - 申請人必須確保所填報之資料正確無誤，並於遞交報名表格時，備齊所需文件，否則其申請將不獲處理，且不作另函通知。
 - 請勿遞交或郵寄任何證明文件之正本。
 - 課程委員會將應申請人之學術水平、專業資格及工作經驗作個別評審，並為合資格之申請人安排面試。
 - 如申請人持有非本地學歷，請先向「香港學術及職業資歷評審局」辦理學歷評審事宜，並附結果以作遴選參考。
 - 申請人請保留其申請編號以備覆核時使用。
 - 學院保留更改本入學申請表及須知之權利。
 - 所遞交之表格及有關證明文件將不予以退還。

Application Fee Payment Instructions 繳付報名費程序及須知

1. Cheque Payment 支票付款

The application fee of HK\$150 for local applicants and HK\$300 for non-local applicants can be paid by a crossed cheque made payable to “HONG KONG BAPTIST UNIVERSITY”. Please write 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 “Application for Higher Diploma in Early Childhood Education” on the envelope. Postdated cheques will not be accepted.

申請人可以「劃線支票」繳交報名費港幣\$150 (本地申請人) 或港幣\$300 (非本地申請人)，支票抬頭為「香港浸會大學」。請於支票背後寫上申請人中英文姓名 (全寫)、聯絡電話及身份證號碼，並郵寄至「九龍塘聯合道 320 號建新中心 2 樓香港浸會大學持續教育學院—幼兒及基礎教育部」(信封面註明「**幼兒教育高級文憑課程入學申請**」)。本院並不接受以期票作報名費。

2. e-Banking / ATM 網上銀行 / 銀行自動櫃員機

(A) e-Banking 網上銀行

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

匯豐銀行 / 恒生銀行 / 銀通成員銀行之用戶，可使用以下網址繳付報名費：

- HSBC 匯豐銀行 – <http://www.hsbc.com.hk>
- Hang Seng Bank 恒生銀行 – <http://www.hangseng.com/e-Banking>
- JETCO 銀通成員銀行 – <http://www.jetco.com.hk/tc/Member/banks.html>

e-Banking 網上銀行	
i.	Choose “Bill Payment” 選擇「繳付賬單 / 繳費」
ii.	Choose “Hong Kong Baptist University” 選擇「香港浸會大學」
iii.	Choose bill type “07” for “SCE Application Fee” 選擇賬單類別 [07] 「持續教育學院報名費」
iv.	Key in the 8-digit bill number. The first four digits are the programme code - “8122”. 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”) 輸入八個數字的「賬單戶口號碼」： _ _ _ _ _ _ _ _ ，第一至四個數字為課程參考編號（「幼兒教育高級文憑課程」之參考編號為 8122），第五至八個數字必須是申請人之香港身份證號碼首四個數字。（請參照「(C) 如何輸入八個數字的賬單戶口號碼」）
v.	Key in the exact amount of HK\$150 for local applicants and HK\$300 for non-local applicants 輸入報名費港幣 \$150 (本地申請人) 或港幣 \$300 (非本地申請人)
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 Higher Diploma in Early Childhood Education”. You may make a photo copy of the receipt as proof of payment. No receipt will be issued by the School for application fee paid by e-banking. 請列印「確認通知書」並寄回本課程組。請於「確認通知書」背後寫上申請人姓名、聯絡電話及身份證號碼，並郵寄至「九龍塘聯合道 320 號建新中心 2 樓香港浸會大學持續教育學院—幼兒及基礎教育部」(信封面註明「 幼兒教育高級文憑課程 」入學申請)。申請人請自行影印及保留通知書之副本以作紀錄，本部將不會另發收據。

(B) ATM 銀行自動櫃員機

HSBC / Hang Seng Bank ATM Machine 滙豐銀行／恒生銀行自動櫃員機	JETCO ATM Machine 銀通自動櫃員機
i. Choose “Bill Payment” 選擇「繳費」	i. Choose “Bill Payment” 選擇「繳費」
ii. Choose “Education – Universities” 選擇「教育學府-大學」	ii. Choose “Education” 選擇「專上學院」
iii. Choose “Hong Kong Baptist University” 選擇「香港浸會大學」	
iv. Key in / Choose bill type “07” for “SCE Application Fee” 輸入 / 選擇賬單類別 [07] 「持續教育學院報名費」	
v. Key in the 8-digit bill number. The first four digits are the programme code -“8122” . 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”) 輸入八個數字的「賬單戶口號碼」：_ _ _ _ _ _ _ _，第一至四個數字為課程參考編號（「幼兒教育高級文憑課程」之參考編號為 8122），第五至八個數字必須是申請人之香港身份證號碼首四個數字。（請參照「(C) 如何輸入八個數字的賬單戶口號碼」）	
vi. Key in the exact amount of HK\$150 for local applicants and HK\$300 for non-local applicants 輸入報名費港幣 \$150 (本地申請人) 或港幣 \$300 (非本地申請人)	
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 Higher Diploma in Early Childhood Education”. You may make a photo copy of the customer advice as proof of payment. No receipt will be issued by the School for application fee paid by ATM. 請把「客戶通知書」正本寄回本課程組。請於「客戶通知書」背後寫上申請人姓名、聯絡電話及身份證號碼，並郵寄至「九龍塘聯合道 320 號建新中心 2 樓香港浸會大學持續教育學院—幼兒及基礎教育部」（信封面註明「幼兒教育高級文憑課程」入學申請）。申請人請自行影印及保留通知書之副本以作紀錄，本部將不會另發收據。	

(C) Steps to Key in Bill Number 如何輸入八個數字的賬單戶口號碼

Please refer to the following example:

請參考以下示例：

Programme Code for Higher Diploma in Early Childhood Education 幼兒教育高級文憑課程 參考編號	HKID Card Number 身份證號碼	Please Key in 請輸入	8-digit bill number 八個數字賬單戶口號碼
8 1 2 2	A123456(7) XE678910(1)		

Remarks 注意事項：

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

不論申請成功與否，報名費用將不作退還。