



短期課程報名表格 SHORT COURSES APPLICATION FORM

SCE-AF-001 (05/2021)

請用正楷填寫此表格。Please complete this form in BLOCK LETTERS.

申請人可用同一表格報讀最多三項課程。Applicant can apply up to three courses in the same form.

項目 No.	組別編號 Section Code	科目名稱 Course Title	學費* Tuition Fee*	(本院專用 For Office Use) 註冊編號 Enrollment No.
1.				
2.				
3.				

\*如以支票繳交學費，請就每項課程遞交一張支票 Please issue a separate cheque for each course.

個人資料 Personal Particulars

香港身份證號碼 HKID Card Number	姓名(英文)(請參照香港身份證) Name (English as on HKID Card)		
姓名(中文) Name (Chinese)	中文姓名電碼 (請參照香港身份證) Chinese Name in Code (as on HKID Card)	性別 Sex <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	
住宅電話號碼 Res. Tel. No.	辦事處電話號碼 Off. Tel. No.	手提電話/其他電話號碼 Mobile/Other Tel. No.	

通訊及證書郵寄地址 Correspondence Address for Application and Mailing of Certificate

備註 Notes: 1. 證書及文憑課程學員於入學時填報之通訊地址將用作郵寄證書，若學員之地址並無更改，則毋需填寫此欄  
For students of Certificate and Diploma Programme, the correspondence address provided upon their applications for admission to the programme will be used for mailing of certificates. Students are not required to fill in this field if there is no change in their correspondence addresses.  
2. 下列填報之地址，將同時更新至學員於本院之短期課程及 / 或證書及文憑課程記錄  
The student's correspondence address of both Short Course and Certificate & Diploma Programme will be updated according to the information provided below.

室 Flat \_\_\_\_\_ 樓 Floor \_\_\_\_\_ 座 Block \_\_\_\_\_

大廈、屋苑、街道及區域英文名稱 Name of Building, Estate, Street and District in English

香港 Hong Kong 九龍 Kowloon 新界 New Territories

電郵地址 Email Address

平等學習機會 Equal Opportunities for Learning:

學院提倡平等學習機會予所有人士。為了配合學生的需要，請在此申請表上說明你是否在學習或考試方面需要特殊安排。如有需要，學院將與你聯絡以了解更多相關資料。

The School offers equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are encouraged to indicate in this form whether you require any special assistance for learning or examination. The School may approach you to obtain further details.

是否需要特殊學習安排 Special educational arrangement needed:  是 Yes  否 No

請註明 Please specify: \_\_\_\_\_

聲明 Declaration

1. 本人明白在此申請表所填報之資料將用作處理以下各項：

I understand that all information I provided in this application form will be used for:

- 本人之入學申請，有關資料將於報名成功後保存為學生個人檔案之一部份；  
processing my application and will become part of my student record upon successful enrolment;
- 提供予大學有關的單位及人員，作行政、傳訊及其他相關之用途；及  
sharing with appropriate parties and personnel of the University for administration, communication and other related purposes; and
- 推廣與學院有關，包括但不限於課程、活動、獎項、獎學金、助學金、特別優惠、專享優惠、其他服務，與及籌款活動。  
the promotion of, including but not limited to, the School's courses and programmes, activities, awards, scholarships, bursaries, special offers, privileges, other services as well as fundraising appeals.

如不欲接收任何宣傳資料，請於空格加上✓。If you do not wish to receive any promotional information, please tick the box.

2. 本人明白所遞交之表格及有關文件將不予以退還。

I understand that the submitted application form and supporting documents are not returnable.

3. 本人已詳閱載於網頁上短期課程“注意事項”、“學院規則”、“考試安排及證書發放”資料。

I have read the Short Courses “Points to Note”, “School Regulations”, “Examination Arrangement and Certificates Issuance” information listed on the website.

簽名 Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_