

VOCATIONAL TRAINING COUNCIL STUDENT DEVELOPMENT DISCIPLINE

職業訓練局 學生發展學科

Short Course Application Form 短期課程報名表格

Please read the application notes overleaf before completing the Application Form and complete the application form in BLOCK LETTERS.

請在填表前細閱表格背頁的申請須知，並以正楷填寫表格。

Part 1: Course Details 第一部份：課程資料

Course Title 課程名稱： _____

Course Code 課程編號： _____

Commencement Date 開課日期： _____

Part 2: Personal Particulars 第二部份：申請人資料

Name in English 英文姓名 (Mr. 先生 Miss 小姐 Mrs. 太太 Ms. 女士) # : _____

(必須與香港身份證相同 Must be the same as shown on HKID card)

(Surname 姓氏)

(Given Name 名字)

Name in Chinese 中文姓名： _____

Correspondence Address 聯絡地址： _____

Telephone 電話 (Day-time日間) : _____ (Mobile 流動電話) : _____

Email Address 電郵 : _____ Fax 傳真 : _____

Education Level 教育程度# Secondary 中學 Post-secondary 專上 University 大學 Postgraduate or above 研究院或以上
 Other (Please specify) 其他 (請註明) : _____

Company of Employment 任職公司名稱 : _____ Position Held 職位 : _____

Work Experience 工作經驗 : _____ year(s) 年 Industry 行業 : _____

Declaration 簽署聲明

1. The information provided in this application form is correct and I consent the information to be used for training purpose according to the personal information policy of VTC.

本人在此報名表提供的資料完整真確，並同意可按照貴局之個人資料政策作培訓用途。

2. I agree to conform to the regulations of the Institutes.

本人願遵守學院一切規章。

3. I agree VTC and its member institutions to use my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level, to provide direct marketing information in relation to any programmes, admission and events of VTC and its member institutions.

本人同意VTC及其機構成員使用本人提供的個人資料，包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度，提供有關VTC及其機構成員的任何課程、招生及活動推廣資訊。

If you do not wish to receive information as stated in point 3 of this statement, please indicate your objection by ticking the box. You may at any time unsubscribe from our mailing list by contacting our office.

如不欲接收此聲明第三項所述的學院資訊，請於空格內填上「✓」號，或隨時透過聯絡本辦事處選擇停止接收學院資訊。

Signature: _____
申請人簽署： _____

Date: _____
日期： _____

Parent /Guardian Declaration (For applicants under 18 years old) 家長/監護人聲明 (只適用於未滿十八歲的申請人)

I, _____, acknowledge and agree my son/ daughter/ward* _____ (applicant name)

to attend the course provided by the Vocational Training Council and agree to conform to the regulations of the Institutes.

本人 _____，知悉及同意本人兒子/女兒/監護人* _____ (申請人姓名) 參加由職業訓練局

舉辦的課程，並願遵守學院一切規章。

Signature: _____
監護人簽署： _____

Date: _____
日期： _____

Please tick the appropriate box 請於合適空格加上✓號

*Please delete as appropriate 請將不適用者刪去

Application Notes 申請須知

1. Please send the completed application form together with the course fee in crossed cheque payable to "Vocational Training Council" by post or in person to Student Development Discipline Office before the course application deadline.

Office of Academic Director of Student Development Discipline
6/F, 6 Oi Kwan Road, Wanchai, Hong Kong
2. All application forms should be submitted with attachment of a cheque, or they will not be processed.
3. Please write down the name of the applicant and the course code of the course at the back of the cheque.
4. Cash should not be sent through post and dated cheques will not be accepted.
5. The admission notification will be issued seven working days before the commencement of the course. Applicants who do not receive any notifications should contact our Office at 2835-7440.
6. Refund / Course Transfer:
 - No refund arrangement would be made after the commencement of courses.
 - Once accepted to the enrolled course, applicant cannot have refund or transfer to another course.
7. Personal data provided in this application form will be used only for the purposes relating to enrolling and/or attending the training courses of Student Development Discipline Office. We reserve the right to inspect personal identity of attendees.
8. Seats are limited and applications will be processed on first-come-first-serve basis.
9. The Office of Academic Director of Student Development Discipline reserves the right to cancel or rearrange the course.
1. 填妥本表後，請連同劃線支票，於課程截止報名日期前親身或郵寄至學生發展學科學術總監辦事處。支票抬頭請註明「職業訓練局」。

香港灣仔愛群道6號6樓
學生發展學科學術總監辦事處
2. 報名表格必須連同支票一併遞交，否則將不獲受理。
3. 支票背面請寫上申請人姓名及課程編號。
4. 切勿郵寄現金，期票恕不接納。
5. 申請人將於開課前七個工作天收到確認取錄通知。申請人如在開課前七個工作天仍未收到通知，請致電 2835-7440 與本處聯絡。
6. 退還課程費用 / 課程轉修：
 - 課程開始後，所繳交的課程費用概不退還。
 - 申請人一經取錄，不得退款或轉讀其他課程。
7. 本申請表上提供的個人資料，僅用作處理有關報讀及/或出席本處課程事宜之用，本處保留檢查出席課程人士之身份證明的一切權利。
8. 由於名額有限，報名以先到先得方式進行。
9. 學生發展學科學術總監辦事處將保留取消及重新安排課程之一切權利。

Contact Us 聯絡我們

Tel. 電話： 2835-7440

Fax 傳真： 2835-7414

Website 網址： www.vtc.edu.hk/sd

E-mail 電郵： sd_enquiry@vtc.edu.hk

Opening Hours 辦公時間：

Mon – Fri: 9:00 a.m. – 5:30 p.m.

星期一至星期五：上午九時至下午五時三十分

For Office Use Only (此格毋須填寫)

Total Amount of 付款總額：HK\$ _____ is paid by cheque.

Cheque (Cheque No. 支票號碼： _____) Date 日期： _____

Received By	Date	Checked	Notification	Bank	Change	Refund	Remarks