

Enrolment Form



Preparatory Course for the International English Language Testing System (IELTS) 雅思國際英語測試預備課程 GIEL-A5011-2019-3 (October 2019)

ENROLMENT FORM

*Applicants should include their HKID card number and fill in all details in block letters. The Association will issue certificates based on the details and name format as given in this form

Module(s) (Please <input checked="" type="checkbox"/>)	Module code	Fees (HK\$)	Venue (Please <input checked="" type="checkbox"/>)
<input type="checkbox"/> Preparatory Course for the IELTS - 30 hours intensive course	GIEL-45860-2019-3	2,550	<input type="checkbox"/> 旺角西 (L) <input type="checkbox"/> 天水圍 (G)

Name : Mr/Ms _____ (In English) _____ (In Chinese)

HKID Card No. (for verification of the applicant's identity) : _____ Date of Birth (DD/MM/YYYY): _____

Company : _____ Position : _____

Company Address : _____

Nature of Business (e.g. Retail), please specify: _____

Job Function (e.g. Accounting), please specify: _____

Telephone No (Office): _____ (Residence): _____ (Mobile): _____

E-mail: _____

Correspondence Address: _____

Cheque Number: _____ Cheque Amount: HK\$ _____

Education Level: Master or above Bachelor HKMA Diploma Other Diploma

Matriculation F.5 / HKDSE Others (Please specify) _____

Total Number of Years of Working Experience: _____ Years of Working Experience in Course-Related Field: _____

Name and Title of Nominator (if applicable) _____

Sponsorship: Company-sponsored Self-sponsored

From where did you **FIRST** learn about this Programme?

Mail Newspaper / Magazine (please specify) : _____ HKMA email

Email promotion form other websites (please specify) : _____ Website Advertisement (please specify): _____

HKMA Website (From where did you learn about, please specify) : _____

MTR Station (please specify) : _____ Others (please specify) : _____

- Registration must be made on the Enrollment Form provided and returned to the Association **before the programme commencement date (Not less than 5 days)** with full fee. This form together with a crossed cheque payable to **The Hong Kong Management Association** should be returned to: **The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.**
- Acceptance is subject to the discretion of the Association.
- An official receipt will be sent to you within two weeks.
- For RESERVATIONS and ENQUIRIES please call 2774-8501 (Student Services Department) during normal office hours.
- The HKMA reserves the right to make alterations regarding the details.
- Website: www.hkma.org.hk

Personal Data Collection Statement

- The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
- The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
- Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

Applicant's Declaration

- I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
- I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
- I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

Notes

- I understand that all handout materials obtained in class are strictly for my own educational purposes.
- I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature: _____

Date: _____

教育局學校臨時註冊編號：602213

香港管理專業協會（禮頓）管理發展中心 IELTS English Language Course

（30 小時 IELTS 雅思國際英語測試預備班）
GIELS-A5040-2019-1-FC (November 2019)

請填妥報名表格及附頁（Parent's / Pupil's Acknowledgement），連同首期學費 HK\$1,275（劃線支票以「香港管理專業協會」名義抬頭）於截止報名日期前寄回：香港黃竹坑業興街 11 號南匯廣場 B 座 16 樓 香港管理專業協會 啓

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Programme	Module code	Fees (HK\$)	Venue
IELTS English Language Course	GIELS-A5040-2019-1-FC	HK\$1275 x 2 期 = HK\$2,550	銅鑼灣 (FC)

Name : Mr/Ms _____ (In English) _____ (In Chinese)

HKID Card No. (for verification of the applicant's identity) : _____ Date of Birth (DD/MM/YYYY): _____

Telephone No (Office): _____ (Residence): _____ (Mobile): _____

E-mail: _____

Correspondence Address: _____

Cheque Number: _____ Cheque Amount: HK\$ _____

Education Level: Master or above Bachelor HKMA Diploma Other Diploma
 Matriculation F.5 / HKDSE Others (Please specify) _____

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Applicant's Signature: _____ Date: _____

Parent's/Pupil's Acknowledgement

HKMA (Leighton) Management Development Centre

Provisional Registration Number :602213

Registered Address : 1/F.- 6/F., First Commercial Building, 33-35 Leighton Road,
Causeway Bay, HONG KONG

Telephone Number : 2574 2238

Before enrolling in the following course, I have received the course leaflet provided by the school. I am aware of the information contained in the leaflet, including course details, fees, information on the principal and teachers and refund policies and procedures. I understand that in accordance with the Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order, the fee is collected on an equal monthly basis. If the school fails to operate the course as scheduled, the school will give me a full or partial refund according to the refund policies and procedures stated in the course leaflet. The enrolled course is as below –

- (1) Course Code/Name : GIELS-A5040-2019-1-FC
IELTS English Language Course
- (2) Course Date : From 02/11/2019 to 04/01/2020
- (3) Course Time : Every Saturday
from 10:00 a.m. to 1:00 p.m.
- (4) Course Venue : 1/F.- 6/F., First Commercial Building, 33-35 Leighton Road,
Causeway Bay, HONG KONG

Signature of
Pupil's Parent/Guardian
or Pupil: _____

Name of
Pupil's Parent Guardian
or Pupil: _____

Date: _____

Note: This acknowledgement should be signed by a pupil aged 18 or above or by a parent or the guardian of a pupil aged below 18.

HKMA (Leighton) Management Development Centre

Provisional Registration Number :602213

Registered Address : 1/F.- 6/F., First Commercial Building, 33-35 Leighton Road,
Causeway Bay, HONG KONG

Telephone Number : 2574 2238

A. Refund Policies:

1. In case of school closure prior to the commencement of a course, our school will refund in full the course fee collected to pupils immediately.
2. If a course cannot be operated according to the arrangements specified in the fee receipts and pupils decline the revised arrangements offered by our school, our school will refund in full or on a pro-rata basis the course fee collected to pupils as soon as possible and in any event not later than one month after the pupils have requested for the refund.
3. If a course cannot be operated on the date or at the time specified in the course leaflet and pupils decline the revised arrangements offered by our school, our school will refund in full or on a pro-rata basis the course fee collected to pupils as soon as possible in any event not later than one month after the pupils have requested for the refund.
4. In case of cessation of a course after its commencement, our school will refund to pupils the course fee collected on a pro-rata basis as soon as possible and in any event not later than one month after the cessation of the course.

B. Refund Procedures:

1. Our school will inform pupils of the refund arrangement either over the telephone or in writing. For pupils aged below 18, their parents or guardians can proceed with the refund procedures on behalf of the pupils.
2. Our school will refund pupils in accordance with the above policies.
3. When processing the refund, our school will not take away the original fee receipts. Upon receipt of the refund, pupils or parents should sign to acknowledge the receipt.
4. Our school will pay the refund either in cash or by cheque.