

兼讀制課程申請表
Part-time Course Application Form

- ◆ 請以黑色原子筆並以正楷填寫申請表。
Please complete the application form in black ink and in block letters.
- ◆ 請注意：申請人所提供之資料，會作保密處理。申請人有權要求查閱或更正申請表內之個人資料。
Please note: Information supplied by applicants will be kept in strict confidence. Applicants may check or amend their personal information in the form, if necessary.
- ◆ 學費可以現金、EPS（親臨本書院辦理）或劃線支票支付。支票抬頭請寫「香港明愛」或「Caritas-Hong Kong (ES)」並請於背面寫上中英文姓名、聯絡電話。期票恕不接受。
Tuition fee can be paid by cash, EPS (in person only) or crossed cheque. The cheque should be made payable to "Caritas-Hong Kong (ES)". Please also write down your Chinese and English name and contact phone number at the back of the cheque. Post-dated cheque is not accepted.

1：個人資料 (Personal Particulars)

中文姓名	_____	Name in English (Surname first)	_____
性別	Sex: <input type="checkbox"/> 男 (M) / <input type="checkbox"/> 女 (F)	身份證/護照號碼	HKID/Passport No. : _____ ()
出生日期	Date of Birth : _____ (DD/MM/YY)	職業	Occupation : _____
國籍	Nationality: _____	出生地點	Place of Birth: _____
通訊地址	Correspondence Address : _____	宗教(自由選擇填報)	Religion(Optional item to fill): _____
住宅電話	Contact Phone No. : _____	手提電話	Mobile Phone No. : _____
電郵地址	Email Address : _____		

2：家長/監護人資料(Particulars of Parent/Guardian)

(21 歲以下申請人必須填寫此部 Applicant aged below 21 must complete this Section)

家長/監護人中文姓名：	_____	Name of Parents/Guardian in English (Surname first) :	_____
與申請人關係	Relationship : _____	聯絡電話	Contact Phone No. : _____
通訊地址(如與上不同)	Correspondence Address (If not the same as above) :		

3：課程選擇(Selection of Course)

	課程編號 Course Code	上課地點 Venue	課程名稱 Course Name	學費 Tuition Fee	中心專用	
					實收金額 Amount Received	學費收據 Receipt Number
1						
2						
3						
付款方式：現金 Cash / 易辦事 EPS / 支票 Cheque / 信用卡 Credit Card 合計：						
註：報讀課程均以申請表所書寫的課程編號為準 (The application for the course based on the course code written here.)				經手人： Issued by	日期： Date	

4：教育程度 (Qualifications)

小學 Primary

中學 Secondary

大專 Post Secondary

大學 Tertiary

其他(請註明)Others (please specify): _____

5：其他資料 (Other Information)

閣下如何得知本校課程資料 From what source(s) did you learn of CICE programmes :

雜誌/報紙 Magazines/Newspapers

互聯網 Internet

章程/傳單 Prospectus/Leaflet

親友介紹 Friends/Relatives

老師 Teachers

教育展覽會 Education Exhibition

過去曾就讀本院校

Former Student/Graduate

其他(請註明)Others (please specify): _____

6：聲明 (Declaration)

■ 個人資料收集聲明 Personal Data Collection Statement

甲、 閣下於申請表上所提供之個人資料將供本服務職員處理報名、註冊入學及學生事務之用。

i. The personal data provided in this form will be used by Caritas Institute of Community Education (CICE) for purposes related to the processing of application, enrolment and student administration.

乙、 本服務亦會使用申請表上所提供之個人資料向閣下發放本服務的資訊，包括即將舉辦之活動、開辦之課程、各項優惠及服務等。只有香港明愛之職員才會處理有關之個人資料，所有個人資料均不會轉交香港明愛以外的第三者使用。

ii. The personal data provided in this form will also be used for delivering information including any events and functions to be held, courses/programmes to be organized, benefit and service offers etc. The personal data will be handled by Caritas – Hong Kong staff only and will not be transferred to other external parties outside the Caritas - Hong Kong.

丙、 根據個人資料(私隱)條例，申請人有權要求查閱及更正其個人資料。請申請人以書面提出有關之要求。

iii. Under the provision of the Personal Data (Privacy) Ordinance, applicants have rights to request access to and correction of their personal data. Applicants wishing to amend their personal data should submit written requests to CICE.

丁、 若閣下不希望接收(乙)部所述的資訊，請於以下空格內加上剔號，或在日後透過本服務的網頁選擇停止接收該等資訊。

iv. If you do not wish to receive information as stated in (ii) of this statement, please indicate your objection by ticking the box below. You may unsubscribe from our mailing list through our website at any time.

請不要向本人發送明愛社區書院的消息或宣傳資訊

Please do not send me news or marketing information of CICE

■ 申請人聲明 Applicant's Declaration

甲、 本人謹此聲明在申請表內提供的資料均屬正確及完整。

i. I declare that the information provided in this form is accurate and complete.

乙、 本人明白若提供任何虛假或誤導性資料，本人的申請資格及學位將被取消，而一切已繳交之費用概不退還。

ii. I understand that provision of any false or misleading information therein shall lead to disqualification of my application for admission and any resulting enrolment. Any fees paid will not be refunded.

丙、 本人如獲取錄入學，本人當遵守明愛社區書院所有適用的守則及規例。

iii. I agree to comply with all the Rules and Regulations for students as stipulated by CICE if my application is successful.

丁、 本人已細閱、明白並同意以上之「個人資料收集聲明」及其他申請須知的內容。

iv. I have noted, understood and agreed to the contents of the Personal Data Collection Statement and other notes for application.

申請人簽署 Applicant signature : _____ 日期 Date: _____