

乙部 PART B**報讀課程/科目 Intended Programme/Course of Study**

課程編號及名稱

Programme Code & Title

報讀課程人士必須填寫課程編號及名稱，方可在完成課程後取得畢業證書。否則，學員會被視為報讀個別科目，本院將不會向學員發出畢業證書。

Applicants, who wish to enroll on the whole programme instead of single courses must indicate the intended programme of study, otherwise they will not be eligible for programme award.

科目編號 ¹ Course Code	科目名稱 Course Title	班別 Class	學期 Intake	學費 ² Tuition Fee	優惠代碼 ³ Discount Code	折實學費 Net Fee
					合共 Total	

(1) 請留意個別科目之上課時間有否重疊。

Please ensure no time clash among the individual courses selected.

(2) 如報讀文憑/證書/專業課程，請在[學費]一欄填寫相關學期學費。

Please fill in the current installment in "Tuition Fee" if you would like to enroll in Diploma/Certificate/Professional Programmes.

(3) 請參閱第 4 頁之學費優惠代碼。

Please refer to the notes on page 4 for the Discount Codes.

丙部 PART C**個人資料(私隱)政策聲明 Personal Data (Privacy Policy) Statement**

你所提供的個人資料將供本院作處理入學申請、註冊、學術、校友事務、研究、統計及一切行政用途。個人資料(私隱)政策聲明，請參閱本院網頁上刊載的「報名須知」。

The personal data collected about you will be used for processing your application for enrollment, registration, academic, alumni management, research, statistical and all administrative purposes. For details of the Personal Data (Privacy Policy) Statement, please refer to the "Admission Information" section on our website.

丁部 PART D**聲明及其他 Declaration and Others**

(1) 本人聲明本申請表及隨附文件所載一切資料，依本人所知均為真確，並無遺漏。

I declare that all information given in this application form and the attached documents (if any) are, to the best of my knowledge, accurate and complete.

(2) 本人為香港永久性居民；或為合法居港並持有有效可在港接受教育培訓證明文件之人士，並清楚報名表內丙部之「個人資料(私隱)政策聲明」。

I declare that I am a permanent resident of Hong Kong; or have the right of residence and permission of receiving education in Hong Kong. I have noted the contents of Part C "Personal Data (Privacy Policy) Statement".

(3) 本人同意註冊入學後當遵守大學/學院實施的所有規章和規例。

I consent that if registered, I will confirm to the Statutes and Regulations of the University/School for the time being in force.

(4) 本人明白，如就此課程要求持續進修基金發還費用，必須於修讀基金課程前，將本院之「報讀課程人士聲明：持續進修基金申請及款項發還」及持續進修基金之「基金課程參加者報讀基金課時的同意聲明」遞交至香港都會大學李嘉誠專業進修學院。

I understand that, if I apply CEF reimbursement, I must complete and submit the "Programme Participants' Declaration: Continuing Education Fund Application and Reimbursement Claim" and "Consent for CEF Course Participant upon Enrolment" to HKMU LiPACE before CEF course commencement.

(5) 本人明白，學院保留不予取錄之權利。本人即使符合最低入學要求或成功繳費，也不一定被取錄。

I understand that the School reserves the right not to accept, or to void any applications. Applicants meeting minimum admission requirements or with full payment are not guaranteed direct entry to the programme.

簽名
Signature

日期
Date

日
Date

月
Month

年
Year

你從何處獲悉本課程？(可作多項選擇) How did you learn about the programme? (You may choose more than one option)

<input type="checkbox"/> 本院課程概覽(請列明索取地點) : Prospectus (Please specify Point of Collection): _____	<input type="checkbox"/> 本院網頁 LiPACE Website	<input type="checkbox"/> 課程講座 Information Session	<input type="checkbox"/> 學院電郵 LiPACE Email
<input type="checkbox"/> 報章廣告(請列明) : Print Ad. (Please specify): _____	<input type="checkbox"/> 網頁搜尋器 Search Engines	<input type="checkbox"/> 展覽會 Exhibition	<input type="checkbox"/> 朋友推介 Referral by Friend
<input type="checkbox"/> 其他(請列明) : Others (Please specify): _____			

戊部 PART E

同意使用個人資料 Consent on the Use of Personal Data

大學擬把你的個人資料(即你的姓名、員工/學生/校友聯網卡編號、聯絡資料及其他相關資料)作為推廣教育及培訓課程、活動以及服務事宜之用。推廣項目包括(但不限於)獎項、獎學金、助學金、資助金、學生貸款、折扣、福利、優惠、籌款、慶祝活動、講座、會議、研討會及刊物。但大學在未得到你的同意之前，不會如此使用那些資料。在任何情況下，大學不會將你的個人資料交予第三者作為直接促銷之用。

The University intends to use your personal data (i.e. your name, staff/student/alumni link number, contact details, and other relevant information) for promotion of our education and training programmes, activities and services including but not limited to awards, scholarship, bursary, grants, student loans, discounts, benefits, privileges, fundraising, celebration events, talks, conferences, seminars and publications, but we will not use the data unless we have received your consent. In any circumstances, the University will not transfer your personal data to a third party for direct marketing purpose.

請在方格內加上「✓」號以表示你同意。
Please tick the box to indicate your consent.

我同意大學如此使用我的個人資料，以發放關於大學推廣教育及培訓課程、活動及服務事宜之用。
I AGREE that the University uses my personal data for the purpose of promotion of the University's education and training programmes, activities and services as mentioned above.

如以後不欲收取本大學的推廣資訊，請以電郵通知我們(電郵地址：dpo2@hkmu.edu.hk)，請提供你的姓名(全名)、學生/校友聯網卡編號及聯絡方法等資料。是項安排不會收取費用。如有查詢，請電郵至以上郵址，與香港都會大學保障資料主任聯絡。

If later you decide you do not wish to receive any promotional materials, you may inform us by email at dpo2@hkmu.edu.hk with your full name, student number/Alumni Link number (if applicable) and contact information (e.g. phone, email, address). No fee will be charged for this arrangement. For any enquiries, please email to the University Data Protection Officer at the above address.

簽名 Signature	<input type="text"/>	日期 Date	日 Date	<input type="text"/>	月 Month	<input type="text"/>	年 Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
-----------------	----------------------	------------	-----------	----------------------	------------	----------------------	-----------	----------------------	----------------------	----------------------

己部 PART F

注意事項 Notes

(1) 本院為申請人提供報讀優惠(持續進修基金可獲發還款項課程、全日制課程及相關之兼讀制課程、毅進文憑課程、長者學苑、自在人生自學計劃、海外學位課程以及部份協作課程除外)。課程資料中的「課程結構及費用」部份會列明設有的優惠。

LiPACE offers discounts to students. They apply to majority of the School's programmes and courses except for CEF reimbursable courses, full-time programmes, part-time mode of the same full-time programme(s), Diploma Yi Jin, Elder Academy, Capacity Building Mileage Programme (CBMP), overseas degree programmes and certain collaborative programmes. Programmes/courses eligible for discounts are specified in their respective "Programme Structure and Fees" section.

- a. 申請優惠所需之有關證明文件之影印本(如會員證)需在報名時一同遞交。
A full set of photocopies of supporting documents (e.g. membership card) should be provided at the time of enrollment.
- b. 報名後的優惠申請一概不予受理。
Applications for tuition fee discounts after enrollment will NOT be considered.
- c. 本院保留是否提供學費優惠之最終決定權。
The School has the full discretion to grant or otherwise any discounts to applicants.
- d. 同一科目只可享有一項優惠。
No more than one type of discounts will be offered to a single course.
- e. 優惠折算後之學費金額如有小數點，則以四捨五入方式計算(如 HK\$2,518.50 則計作 HK\$2,519，HK\$2,518.40 則計作 HK\$2,518)
If the grand total fee after discount deduction has odd cents of 50 cents or above, please round up to the nearest dollar. For the fee with odd cents below 50 cents, please round down (e.g. HK\$2,518.50 will be rounded up to HK\$2,519, and HK\$2,518.40 will be rounded down to HK\$2,518).
- f. 依照持續進修基金指引，所有「持續進修基金可獲發還款項課程」只可提供預早報讀優惠，其他優惠(包括課程代用券)概不適用。
According to the guidelines of the Continuing Education Fund, no discounts (including course coupons) other than the Early-Bird discount are allowed for CEF reimbursable programmes/courses.

優惠代碼 Discount Code	學費優惠計劃	Discount Policy
EB	<p>預早報讀優惠 (9 折)</p> <p>適用於本院開課一個月前之第一日(包括公眾假期)收迄之報名申請(親身、郵寄或網上報名皆可。如以郵寄方式申請,則以郵戳日期為準)。例如三月開學課程,預早報讀優惠申請截止日期為2月1日。</p>	<p>Early-Bird Discount (10% off)</p> <p>Applicable to enrollment received by LiPACE (by hand, by post or on-line) by the 1st day of the preceding month of course commencement (public holiday inclusive). For applications by mail, the date on the postal chop will be taken as the date of application. For example, for a course commencing in March, the deadline for Early-Bird Discount is 1 February.</p>

- (2) 申請報讀人士必須為香港永久性居民;或為合法居港並持有有效可在港接受教育培訓證明文件之人士。
Applicant must be a permanent resident of Hong Kong; or have the right of residence and permission of receiving education in Hong Kong.
- (3) 請將報名表、學費劃線支票(抬頭為「香港都會大學」)、身分證副本及其他有關證明文件副本郵寄或親自交回本院葵興校園教務處入學及學生紀錄組。
Please send the Application for Enrollment Form, crossed cheque for tuition fee (payable to "Hong Kong Metropolitan University"), copy of HKID Card and copies of other supporting documents by mail or by hand to LiPACE's Kwai Hing Campus (Attn: Admission & Student Records Office, Registry Unit).
- (4) 為加快處理你的報讀申請,請用一張支票報讀一個課程/科目,並在支票背面請寫上姓名及報讀課程/科目編號。
To speed up the process of your application, please issue separate cheques for the fees of each programme/course, and write down your name, programme/course code on the back of the cheques.
- (5) 本院保留隨時更改原定課程/科目細則(如上課時間、地點、任教導師、學費等)之權利。如報名人數不足,本院有權取消課程/科目。本院將會另行通知受影響的申請人。
The School reserves the right to make any necessary alternations about the programme/course (e.g. changes in teaching venues, time, instructors or tuition fee, etc.) without prior consultation. The School also reserves the right to cancel a programme/course if there is insufficient number of enrollments. All applicants affected will be given notice of any such changes.
- (6) 除報名不獲接納或課程/科目被取消的情況外,已繳學費恕不退還。
Except for unsuccessful applications and programme/course cancellation, programme/course fees paid are not refundable.
- (7) 個別專業課程設有遴選程序,不設網上報名。取錄與否視乎課程名額及遴選準則。申請人即使符合最低入學要求,也不一定被取錄。如獲取錄,學院會提前通知成功申請報讀之人士並給予足夠時間繳交學費。
Specific professional programmes may admit students through a selection process and will not be open for online application. Admissions are subject to availability of places and selection criteria. Applications meeting the minimum admission requirements are not guaranteed direct entry to those programmes. If selected, applicants will be notified to pay fees. Sufficient time for notification will be provided to the applicant before the start of classes.
- (8) 本院保留不取錄任何申請人之權利。就已收取的學費本院會向報名人士發出收據作紀錄用途。課程主任會在開課前一星期發出信件確認學生獲本院正式取錄。
The School reserves the right not to admit an applicant. Confirmation of receipt of payment of fees will be provided to applicants for record purpose. Formal admittance as a student is confirmed through a welcome letter issued by the Programme Leader no later than one week before the start of classes.
- (9) 若中、英文版本的文意有任何分歧,概以英文版本為準。
In the case of discrepancies between the Chinese and English versions, the English version shall apply and prevail.

電話 / Tel: (852) 3120-9988
 傳真 / Fax: (852) 3568-0494 / (852) 2381-8456
 網址 / Website: www.hkmu.edu.hk/lipace

葵興校園 Kwai Hing Campus

新界葵涌葵昌路 51-53 號九龍貿易中心第 2 座 8-11 樓 (葵興港鐵站 E 出口)
 8/F-11/F, Tower 2, Kowloon Commerce Centre, 51-53 Kwai Cheong Road, Kwai Chung, N.T. (Exit E, Kwai Hing MTR Station)

荔景校園 HKMU - CITA Campus

新界葵涌荔景山路 201-203 號 (荔景港鐵站 A1 出口對面)
 201-203, Lai King Hill Road, Kwai Chung, N.T. (opposite to Exit A1, Lai King MTR Station)