

# 「自在人生自學計劃」網上報讀課程指引

注意：- 請使用 IE6.0 或以上瀏覽器進行網上報讀本院校課程；

- 請以英文輸入所有資料 (中文姓名除外)；


- 基於保安理由，如你在 20 分鐘內仍未在網上完成報讀課程的程序，請從新開始網上報讀課程程序

1. 請登入 [www.ouhk.edu.hk/CBMP](http://www.ouhk.edu.hk/CBMP)，按 **網上報名** 按鈕。

The screenshot shows the website for the Open University of Hong Kong (OUHK) LiPACE program. The header includes the university's name in Chinese and English, and navigation links for 'Home', 'Simplified Chinese', 'English Version', and 'Contact Us'. The main content area features a navigation menu on the left with options like 'Course Searcher', 'College Introduction, News and Activities', 'Registration Information, Benefits and Financial Aid', and 'Free Public Lectures'. The central banner displays the 'LiPACE' logo and the title '自在人生自學計劃' (LiPACE). Below the banner, there is a 'Latest News' section with several bullet points listing awards and events. At the bottom left, there is a 'Log in to Online Learning System' button for registered students. The '網上報名' (Online Registration) button is circled in red.

2. 請選擇科目、學期和班別，然後按“Next Tab”。

1. Programme 2. Course/Class 3. Personal Particulars 4. Source of Info 5. Supporting Docs 6. Declaration

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Press  Add a new course  
Press  Delete a selected course

Programme Capacity Building Mileage Proj

課程名稱 \* Required field

\*Course under Programme 理財之道 (CBMP1009CT)

\*Term/Session/Class/Commencement Date 班別及上課時間 YR 2010 / NOV / CLASS A054 / 01-11-2010

# Discount Type (不適用)

Medium of Instruction Chinese

**IMPORTANT:** (不適用)

1. **ONLY** Early-bird discount is applicable for on-line enrolment. Applicants who would like to apply for other types of discounts should make their applications **IN PERSON** or **by MAIL** with relevant supporting documents.
2. Applications for tuition fee discounts after enrolment will **NOT** be considered.
3. **The Institute has full discretion to decide granting the discounts to applicants or not.**
4. For details, please refer to the Institute's [Discount Policy](#).

You can check the course details at the [LIPACE website](#).

詳細課程名稱、班別及上課時間請參見課程時間表。

**請注意：**

如閣下欲以助學金報讀課程，請親身或透過郵遞報名。

3. 請填寫個人資料，然後按“Next Tab”。

1. Programme	2. Course / Class	3. Personal Particulars	4. Source of Information	5. Declaration
		姓氏 <b>*Surname</b> Chan 名字 <b>*Other name</b> Tai Man * Required field 中文姓名 <b>Name in Chinese</b> 陳大文 香港身份證號碼 <b>*HKID</b> E1152150 住宅電話 <b>Home Tel</b> 31209988 手提電話 <b>* Mobile No.</b>	生日日期 <b>*Date of Birth</b> 01/01/1970 DD/MM/YYYY 男 <input checked="" type="radio"/> <b>Male</b> 女 <input type="radio"/> <b>Female</b> e.g. A1234560 辦公室電話 <b>Office Tel</b> 傳真 <b>Fax</b>	
		電子郵箱 <b>* E-mail</b> chantairman@yahoo.com.hk (單行地址請勿超過 30 個英文字母) 通訊地址 <b>*Correspondence Address</b> 4/F, Shun Tak Centre, 168 Connaught Road, Central		
		教育程度 <b>Education</b> 小學 <input type="checkbox"/> <b>Primary</b> 中學 <input type="checkbox"/> <b>Secondary</b> 預科 <input type="checkbox"/> <b>Matriculation</b> 大專 <input checked="" type="checkbox"/> <b>Post-Secondary</b> 大學 <input type="checkbox"/> <b>University</b> 研究生 <input type="checkbox"/> <b>Postgraduate</b> 專業資格 <input type="checkbox"/> <b>Professional Qualifications</b> 職業 <b>Occupation</b>		
		香港 <input checked="" type="radio"/> <b>HK</b> 九龍 <input type="radio"/> <b>KLN</b> 新界 <input type="radio"/> <b>NT</b> 其他 <input type="radio"/> <b>OTHERS</b>		
		<input type="button" value="Previous tab"/> <input checked="" type="button" value="Next tab"/>		

4. 請揀選你從何處得知「自在人生自學計劃」課程資料 (選擇)。如你欲收取本學院其他課程資料, 請按 “I would like to receive programme information from LiPACE”, 然後按 “Next Tab”。

1. Programme	2. Course / Class	3. Personal Particulars	4. Source of Information	5. Declaration
你是如何得知本計劃的 (可選多項) <b>How did you learn about the programme? (Optional)</b> (You may choose more than one option)				
<input checked="" type="checkbox"/> <b>LIPACE Prospectus / Booklet</b> <small>本院課程簡介/小冊子/宣傳單張</small> <input type="checkbox"/> <b>Information Session</b> <small>簡介會</small> <input type="checkbox"/> <b>Exhibition</b> <small>展覽</small>				
<input type="checkbox"/> <b>LiPACE Website</b> <small>本院網站</small> <input type="checkbox"/> <b>Open Day</b> <small>開放日</small> <input type="checkbox"/> <b>MTR/KCR</b> <small>港鐵</small>				
<input type="checkbox"/> <b>Search Engine</b> <small>網上搜索器</small> <input type="checkbox"/> <b>Newspaper (Please specify):</b> <input type="text"/> <small>報紙廣告, 請註明</small>				
<input type="checkbox"/> <b>Referrals by friends/teachers/relatives</b> <small>親友推介</small>				
<input type="checkbox"/> <b>Others (please specify):</b> <input type="text"/> <small>其他, 請註明</small>				
<input checked="" type="checkbox"/> <b>I would like to receive programme information from LiPACE</b> <small>我願意接收李嘉誠專業進修學院相關的課程資訊</small>				

5. 此版面無需錄入任何信息，請直接按“Next Tab”。

OUHK LIPACE Online Enrollment

1. Programme | 2. Course/Class | 3. Personal Particulars | 4. Source of Info | 5. Supporting Docs | 6. Declaration

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### Online Submission of Supporting Documents

Please note the following points when you submit the file(s) of supporting documents for your application online:

1. Each file size should not exceed 5MB
2. Please avoid uploading high resolution files which require larger disk space
3. Only pdf, tif, bmp, jpg, gif, doc or docx files are acceptable
4. Please do not upload a document which is password protected as this will cause failure of the uploading process

Should you have any queries, please contact 2711-2100.

Attached File	Add File
1	Add File

Previous tab | **Next tab**

6. 請細閱聲明內容，如你同意聲明條文，請選擇“I agree with the above declaration”，然後按“Submit”。

1. Programme | 2. Course / Class | 3. Personal Particulars | 4. Source of Information | 5. Declaration

1. I declare that all information given in this application form is, to the best of my knowledge, accurate and complete.
2. I have noted the contents of the "Personal Data (Privacy) Statement" as detailed in the [LIPACE Website](#).
3. I consent that if registered, I will conform to the Statutes and Regulations of the University/Institute for the time being in force.
4. The Institute reserves the right to make any necessary alternations about the programme/course without prior consultation. The Institute also reserves the right to cancel a programme/course if there is insufficient number of enrolments. All enrolled students affected will be given notice of any such changes.
5. Except for unsuccessful applications and programme/course cancellation, programme/course fees paid are not refundable.

**I agree with the above declaration**

Submit

Previous tab | Next tab

7. 請按“confirm”前往支付學費頁面或“Back”返回前頁。

## Payment Details

You will proceed to pay for the following class(es):

Programme Capacity Building Mileage Proj

	Course Title (Code)	Class Number	Term/Session/Class Commencement Date	Tuition Fee (HKD)	Discount Description	Net Tuition Fee (HKD)
1	理財之道 (CBMP1009CT)	4003	YR 2010 / NOV / CLASS A054 / 01-11-2010	350.00		350.00

Total Amount (HKD) 350.00

1. You will be diverted to the Wing Lung Bank's online payment website, your payment can be made by OUHK MasterCard or OTHER VISA or MasterCard.
2. The fees, once paid, are *not refundable* or for another use.
3. Please make sure the Programme(s) / Course(s) is / are finalized before pressing "Confirm" button.
4. You are advised to open a new browser if you would like to make application for another programme.

### Special Announcement for OUHK MasterCard cardholders

5. If you are using OUHK MasterCard to pay the tuition fees online, you can choose to join the Interest Free Tuition Loan (IFTL) programme offered by Wing Lung Bank. For details, please click [here](#) or call Wing Lung Bank Hotline 2928 6668.

Press 'Confirm' button to proceed to online payment. You have **10 minutes** to complete your payment process. The registration may be cancelled automatically if you exceed the time limit.

Confirm

Back

You may be required to apply for the Verified by Visa/MasterCard SecureCode service with your card issuing bank before your payment.

## 8. 請選擇付款方法（可選擇信用卡網上支付或繳費靈網上付款）

### 9.1 OUHK Master Card（香港公開大學萬事達卡），或 Other Visa / MasterCard。

#### 9.1.1 請選擇你將使用的信用卡類型，然後按下“Full Payment”（全額支付）。

The screenshot shows the 'Payment Method' selection interface. On the left is a navigation menu with categories like 'My Favorites', 'Finance Unit (LiPACE)', and 'LIPACE Online Enrollment'. The main content area displays the OUHK logo and the text 'Government established • Financially independent'. Below this, there are three payment options, each with a 'Full Payment' button circled in red:

- Full Payment (OUHK MasterCard) Total Amount (HKD) 250.00
- Full Payment (Other VISA / MasterCard) Total Amount (HKD) 250.00
- Full Payment (Online PPS) Total Amount (HKD) 250.00

Below these options, there is a section for 'OUHK MasterCard or other VISA / MasterCard cardholders can settle the tuition fee online by OUHK MasterCard or other VISA or MasterCard'. It lists two loan options:

- Six-month Interest Free Tuition Loan (OUHK MasterCard) Total Amount (HKD) 250.00
- Ten-month Interest Free Tuition Loan (OUHK MasterCard) Total Amount (HKD) 250.00

A note states: 'Interest Free Tuition Loan (IFTL) will only be applicable to OUHK Mastercard holder with tuition fee over HKD \$1,000. For details, please click [here](#) or call Wing Lung Bank Hotline 2928 6668.' A 'Back' button is located at the bottom right.

#### 9.1.2 請按“Confirm”。

**Confirmation**

**Total Amount (HKD)** 350.00


**Description** Full payment - Other VISA / MasterCard

**Reference Number** 1716110731140646

Please quote this number for any enquiries with your payment.

**Confirm** **Back**

9.1.3 進入銀行網頁後，請輸入 16 位信用卡號碼、信用卡有效日期和保安編碼。

 **TEST MODE**

Merchant name: THE OPEN UNIVERSITY OF HONG KONG

**Enter your card details**


**VISA:**  
 信用卡號碼  
 Card Number  
 有效日期  
 Expiry Date  
 保安編碼  
 Security Code

You have chosen **VISA** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

4005 - 5500 - 0000 - 0001

05 / 13 month/year


111 The 3 digits after the card number on the signature panel of your card.



**Purchase Amount** HKD \$1,800.00

**Pay**

I hereby authorise the debit to my VISA Account in favour of THE OPEN UNIVERSITY OF HONG KONG

 **TEST MODE**

Merchant name: THE OPEN UNIVERSITY OF HONG KONG

**Transaction Results**

**Result of your transaction:**

Your payment has been **approved**.  
 Your receipt number is: **07101820822**  
 Please wait while you are redirected back to the merchant...

Copyright ©2007 Dialect Payments Pty Ltd. All Rights Reserved.

## 9.2 Online PPS (繳費靈網上付款)

9.2.1 請選擇你將使用的信用卡類型，然後按下“Full Payment”（全額支付）。

The screenshot shows the 'Payment Method' section of the LiPACE Online Enrollment system. On the left is a 'Menu' sidebar with various navigation options. The main content area displays the Open University of Hong Kong logo and the text 'Government established • Financially independent'. Below this, there are three 'Full Payment' options, each with a 'Total Amount (HKD) 250.00'. The 'Full Payment (Online PPS)' option is circled in red. Below the options, there is a note: 'OUHK MasterCard or other VISA / MasterCard cardholders can settle the tuition fee online by OUHK MasterCard or other VISA or MasterCard'. Further down, there are two 'Interest Free Tuition Loan (IFTL)' options, both for 'Total Amount (HKD) 250.00'. A 'Back' button is located at the bottom right of the main content area.

Payment Method	Total Amount (HKD)
Full Payment (OUHK MasterCard)	250.00
Full Payment (Other VISA / MasterCard)	250.00
Full Payment (Online PPS)	250.00

OUHK MasterCard or other VISA / MasterCard cardholders can settle the tuition fee online by OUHK MasterCard or other VISA or MasterCard

Payment Method	Total Amount (HKD)
Six-month Interest Free Tuition Loan (OUHK MasterCard)	250.00
Ten-month Interest Free Tuition Loan (OUHK MasterCard)	250.00

Interest Free Tuition Loan (IFTL) will only be applicable to OUHK Mastercard holder with tuition fee over HKD \$1,000. For details, please click [here](#) or call Wing Lung Bank Hotline 2928 6668.

Back

9.2.2 請按“Confirm”。

The screenshot shows the 'Confirmation' page of the LiPACE Online Enrollment system. The browser address bar shows 'LiPACE Online Enrollment'. The page header includes the 'S90UAT' logo and a 'Home' link. The 'Menu' sidebar is visible on the left. The main content area displays the Open University of Hong Kong logo and the text 'Government established • Financially independent'. Below this, the 'Total Amount (HKD) 250.00' is shown. The 'Description' is 'Full payment - Online PPS'. The 'Reference Number' is '1105121133306597'. A note below the reference number says: 'Please quote this number for any enquiries with your payment.' At the bottom, there are two buttons: 'Confirm' (circled in red) and 'Back'.

Total Amount (HKD) 250.00

Description Full payment - Online PPS

Reference Number 1105121133306597

Please quote this number for any enquiries with your payment.

Confirm Back

9.2.3 進入繳費靈網頁後，請輸入 8 位繳費靈號碼及密碼，然後按“Submit”。



PAY IT YOUR WAY!  
*Pay it your way!*  
Pay it your way!

You **must read** the Terms and Conditions, Legal Disclaimer & Copyright Notice and Personal Information Collection Statement listed below before clicking "Submit" for payment.

[ [Terms and Conditions](#) | [Privacy Policy](#) | [Disclaimer](#) ]

商戶名稱	香港公開大學
<b>Merchant Name:</b>	The Open University of Hong Kong
交易編號	
<b>Reference Number:</b>	1101121133306333
金額	
<b>Amount (HK\$):</b>	350.00
帳戶編號或名稱	
<b>8-digit PPS Account Number or PPS Account Name * :</b>	<input type="text" value="66689787"/>
繳費靈網上密碼	
<b>PPS Internet Password:</b>	<input type="password" value="....."/>
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

\*If you are not a PPS user yet, please set up your PPS Account at any nearby PPS Registration Terminal. For details, please click [here](#).

9.2.4 按完“Submit”後，你將見到以下畫面，請耐心等待。



PAY IT YOUR WAY!  
*Pay it your way!*  
Pay it your way!

Please wait for confirmation message from The Open University of Hong Kong.

If you stay at this page for more than 1 minute, please contact customer service of The Open University of Hong Kong for further action.



9. 如付款程序成功，版面會出現“Payment Successful”。為方便日後查詢及跟進，請儲存此版面作參考。

**Payment Successful**

**Li Ka Shing Institute of Professional and Continuing Education (LiPACE)**  
CEF Code: 102

**Received from** Chan Tai Man  
**Address** 4/F Shun Tak Centre  
168 Connaught Road  
Central

**Hong Kong ID Number** E1152XXX  
**Programme** Capacity Building Mileage Proj

Course Title (Code)	Class Number	Term / Session / Class / Commencement Date	Fee (HK\$)
1 理財之道 (CBMP1009CT)	4003	YR 2010 / NOV / -CLASS A054 / 01-11-2010	350.00

**Total Amount** 350.00

**Your reference number for this transaction is:** 1716110731140646

**Transaction Date (DD/MM/YY) and Time:** 11/16/07 6:30PM

**Means of payment:** Full payment - Other credit card

1. You are advised to print and save this page for record
2. Official receipt can be obtained at LiPACE Admission Counter the next working day.

**Print**

10. 如你對網上報讀本學院之課程有任何疑問，請致電 2915 2380 或電郵至 [cbmp@ouhk.edu.hk](mailto:cbmp@ouhk.edu.hk) 查詢，你亦可親臨本院報名中心垂詢：

**港島教學及報名中心**

香港干諾道中心 168-200 號信德中心 4 樓

(辦公時間 : 星期一至星期五 09:00a.m.-08:00p.m. 星期六 09:30a.m.- 04:30p.m. 星期日及公眾假期休息)

**荔景教學及報名中心**

葵涌荔景山路 201-203 號

(辦公時間 : 星期一至星期五 09:00a.m.-08:00p.m. 星期六 09:30a.m.- 04:30p.m. 星期日及公眾假期休息)

**注意：** 在完成整個網上報讀課程後，請緊記關閉所有瀏覽頁。