

## Capacity Building Mileage Programme

Co-organized with the Women's Commission

### Part A Personal Particulars (Mandatory, please fill in as shown in Hong Kong Identity Card) #

Surname : \_\_\_\_\_ Given Name : \_\_\_\_\_ Sex : Male / Female (Please circle)  
 Student ID (if applicable) : \_\_\_\_\_ HKID : \_\_\_\_\_ Date of Birth (YYYY/MM/DD) : \_\_\_\_\_  
 Home Tel : \_\_\_\_\_ Mobile Tel : \_\_\_\_\_ E-mail : \_\_\_\_\_  
 Address : \_\_\_\_\_

Education :  Primary or below       Junior secondary school (S.1-S.3)       Senior secondary school (S.4-S.6)  
 College or above       Professional Qualification

Occupation :  Housewife       Technical & Unskilled staff       Professionals       Management and administrative  
 Part-time job       Retired person       Others (Please remark): \_\_\_\_\_

# Regarding to the use of personal data policy, please read the "CBMP student notice".

#### Consent on the Use of Personal Data

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, loans, banking/insurance/credit card, discount, 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.

Please tick " ✓ " the box to indicate your consent.

**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.**

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, staff number/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 the University Data Protection Officer at dpo2@hkmu.edu.hk.

### Part B Intended Course of Study

	Course Code	Course Title	Course Fee
1			\$350
2			\$350
3			\$350

No. of courses selected: \_\_\_\_\_ Total amount: \$ \_\_\_\_\_

### Part C How did you learn about the programme? (You can ✓ more than one option)

1. TV Commercial       2. Radio Promo       3. CBMP Website       4. Women's Commission Website  
 5. Social Media Advertisement       6. Youtube Advertisement       7. Leaflet       8. Newspaper Advertisement  
 9. Hong Kong Post Circular       10. MTR Advertisement       11. Mall Promotion       12. Bus Advertisement  
 13. Referral by friends / relatives       14. Referral by CBMP student       15. LiPACE Newsletter

## Part D Bursary Application (For Bursary Applicant Only)

Applicant must submit one of the following documents (please tick in the appropriate box):

- Copy of the Certificate of Comprehensive Social Security Assistance Recipients issued by the Social Welfare Department or;
- Original copy of Declaration from the Home Affairs Department
  - Tier 1 Subsidy (Adjusted Family Income threshold equals to or below HK\$41,360 per annum)
  - Tier 2 Subsidy (Adjusted Family Income threshold is within HK\$41,361 to HK\$79,976 per annum)

## Part E Declaration

1. I declare that all information given in this application form and the attachments (if any) are, to the best of my knowledge, accurate and complete.
2. I have noted the content of Part A "Consent on the Use of Personal Data"
3. I consent that if registered, I will conform to the statutes and Regulations of the University/School for the time being in force.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Part F Notes

Points to note:

1. New students must submit the following documents
  - ★ A colored passport-size photo (1 inch x 1.5inch) with their student name, student number and Hong Kong Identity Card number at the back of it for producing the student card. Existing students who do not hold a valid student card should submit a photo.
  - ★ A copy of the Hong Kong Identity Card.
2. Admission
  - 2.1 Tuition Fee
    - Settle the tuition fee by cash at 7-11 convenience shop via QR code (see bottom of the form) or Bank of China (Hong Kong) via depositing into the account of "Hong Kong Metropolitan University" (account number: 012-811-0-000007-9). Please write your full name, HKID card number and course name and code on the original receipt (accept Chinese version only) or the bank-in slip.
    - Submit the completed enrollment form together with the original Chinese receipt or bank-in slip to HKMU Lai King Campus. Each receipt or bank-in slip can be used to apply for one course only. Please use separate receipt(s) if enrolling more than one course.
    - [Please ensure the reference number, payment amount and transaction date readable](#). You need to bear the cost of the unreadable or lost receipt. As the original receipt may easily get smudged and blurred after a period of time and/or if it is improperly kept, please make a readable copy for record. (The copy and original English receipt may be considered as reference only when necessary and is not the proof of payment.)
  - 2.2 Bursary Application
    - Submit your completed enrollment form and other documents (see PART D) to the HKMU Lai King Campus. All unsuccessful applicants will be informed separately and they may choose to pay the full tuition fee.
3. The School reserves the right to cancel a course if there is insufficient number of enrolments. All affected students will be informed separately, and they can apply for either course transfer or refund.
4. Students must pay the administration fee (i.e. HKD100/course) to school 2 weeks prior to the course commencement if they wish to apply for administration matters such as course transfer or refund due to personal reasons or wrong deposit. Regardless of the approval or disapproval of the application, the fee would not be refunded.
5. Except for unsuccessful applications, course cancellation or over-subscription, tuition fees paid are not refundable.



Face-to-face course (\$350)