



國際啟發潛能教育學院
INTERNATIONAL INSTITUTE OF INVITATION EDUCATION

報名表格 Enrolment Form

請於填寫本報名表格前細閱背頁之申請須知。每個報讀的課程須分別填寫報名表格。此表格可自行影印以用作申請其他課程。

由本院填寫 For IIIIE use only		
註冊編號 Registration No. S- -		
<input type="checkbox"/> 取錄 Admitted	<input type="checkbox"/> 不取錄 Rejected	<input type="checkbox"/> 後補 Waiting List
<input type="checkbox"/> HK\$ 學費已收 Tuition Fee accepted	<input type="checkbox"/> 以現金支付 Paid by Cash <input type="checkbox"/> 以支票支付 Paid by cheque <input type="checkbox"/> 以信用咭支付 Paid by Credit Card	

Please read the "Notes for Application" overleaf carefully before completing this form. Please use separate enrolment form for each course to be enrolled. This form can be photocopied for the purpose of enrolling in other courses.

報讀課程 Course applied for:

請以正楷填寫此表格。Please complete this form in **BLOCK LETTERS**.

課程編號 Course Code	課程名稱 Course Title	學費 Tuition Fee
		HK\$

甲部 Part A 個人資料 Personal Particulars

稱謂 ☐ 先生 ☐ 小姐 ☐ 太太 ☐ 女士 中文姓名：

英文姓名：

Title Mr. Miss Mrs. Ms. Name in Chinese: _____

Name in English: _____

(必須與香港身份證相同 Must be the same as shown on HKID card)

手提電話：

電子郵箱地址：

Mobile: _____

Email Address: _____

通訊地址：

Correspondence Address: _____

☐ 香港 ☐ 九龍 ☐ 新界 ☐ 離島
Hong Kong Kowloon New Territories Island

現職機構名稱：

Name of the current Organisation: _____

職位：

Position: _____

乙部 Part B 繳費辦法 Methods of Payment

☐ 現金 ☐ 信用咭 (如用信用咭或現金，請親臨本學院遞交表格及繳付有關費用。)
Cash Credit Card (If the tuition fee paid by cash or credit card, applicants are requested to hand in the enrolment form and payment to our institute directly.)

☐ 支票 支票號碼： 銀行：
Cheque Cheque No.: _____ Bank: _____

丙部 Part C 聲明 Declaration

個人資料收集聲明 Personal Data Collection Statement

- 此報名表格內所提供的個人資料將供本學院職員處理報名及學生事務之用。如入學申請不被接納，本學院將銷毀一切有關的個人資料。
- 此報名表格內所提供的個人資料將供本學院職員向申請人推廣學院最新資訊，包括任何舉辦之活動、開辦之課程、各項優惠及服務。除受委託的顧問研究及調查公司外，這些個人資料不會轉交予本學院以外的其他機構作上述用途。
- 根據個人資料(私隱)條例，申請人有權查閱及更改其個人資料。申請人如需更改其個人資料，請於學院網頁下載及填妥「學員個人資料更改通知書」後交回本院。

- The personal data provided in this form will be used by IIIIE staff for purposes related to the processing of enrolment and student administration. Personal data of unsuccessful candidates will be destroyed.
- The personal data provided in this form will be used by IIIIE staff for delivering information including any events and functions to be held, courses to be organised, discount, benefit and service offer. This personal data will not be transferred to other external parties for purposes as stated above, except commissioned research consultants and agencies for marketing activities as stated above.
- Under the provision of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their personal data. Applicants wishing to amend their data should submit written requests to IIIIE by using Personal Data Amendment Forms which can be downloaded from IIIIE website.

☐ 如不欲接收此聲明第二項所述的學院資訊，請於空格內填上「✓」號，或隨時透過本院網址選擇停止接收學院資訊。
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 unsubscribe from our mailing list through our website.

申請人聲明 Applicant's Declaration

- 本人謹此聲明在此報名表格及附件中填報的資料均屬完整正確，並授權國際啟發潛能教育學院向有關機構索取有關本人之資料(如需要)。
- 本人明白若提供任何虛假及誤導性的資料，本人的申請資格將被取消。雖經註冊，亦屬無效；而一切已繳費用，概不退還。
- 本人如獲取錄入學，本人當遵守學院的規則。
- 本人已細閱、明白並同意「個人資料收集聲明」及申請須知的內容。

- I declare that the information provided in this form and the attached documents is accurate and complete. I authorise The International Institute of Invitational Education to obtain my information from concerned organisation (if necessary).
- I understand that provision of any false or misleading information therein shall lead to disqualification of my application for admission and any resulting registration. Any fees paid will not be refunded.
- I consent that if admitted, I will comply with all the Rules and Regulations stipulated by the Institute.
- I have noted, understood and agreed to the contents of the Personal Data Collection Statement and Notes for Application.

簽名：
Signature: _____

日期：
Date: _____

申請課程須知

入學要求

本院將依據個別課程的入學要求決定是否取錄學員。詳情請參閱暑期課程內容。

報名程序

填妥的報名表格必須連同支票 (如有) · 郵寄至九龍城實炳達道128號九龍城廣場四樓402或於辦公時間內交回本學院。本院將於開課前以書面通知申請人有關錄取結果，並於收到學費後發出收據及上課證予申請人。如因郵遞失誤而遺失之收據及上課證，本院概不負責。若申請人於開課前三天沒有收到收據及上課證，請致電報名組2716 3329或聯絡個別職員查詢。若要求額外的收據或上課證，本院將為每張額外發出的收據或上課時收取行政費用港幣五十元。

補充資料

個別課程所需之補充資料已註明於程手冊內 (如有)。

學費

學費已列印於課程手冊內。申請人須於取錄前內全數繳付學費。

繳費辦法

支票 / 信用咭 / 現金

如用支票，請以「國際啟發潛能教育學院有限公司」或"IIIE"名義抬頭，並加橫線，連同報名表格一併遞交。本院恕不接受期票。如報讀超過一個課程者，請分別填寫報名表格及開列支票於支票背面寫上申請人姓名、香港身份證號碼及課程編號。如欲報讀之課程已額滿或取消，本院將退回支票。如支票不能兌現，有關申請人須於收到本院職員通知日起的三個工作天內親臨本院辦事處繳付學費，並須另行繳付五十元手續費。

如用信用咭或現金，請親臨本學院遞交表格及繳付有關費用。逾期辦理將不獲保留學額或被取消上課資格。

退款

除非因課程額滿或取消，否則申請人不論上課與否，已繳之學費恕不退還。退款將會發還支票。如申請人在遞交「課程額滿 / 取消通知書」後三至四星期內仍未收到退款支票，請致電2716 3329與本院負責職員聯絡。

課程轉修

於課程額滿或取消的情況下申請人可獲准轉修另一課程。在其他任何情況下，申請人必須得到本院同意及以支票繳交差額才可轉讀另一課程。此項申請須於已報讀課程之開課日期前一星期提出，逾期恕不受理。此外，申請人已繳之學費及其學額不得轉讓他人。

課程更改

如報名人數不足，本院有權取消該課程，並於有需要時更改任何原定課程之導師、上課時間、地點及內容。

殘疾申請人士

如申請人為殘疾人士，請與本院或課程負責職員聯絡。閣下所提供的資料，本院只用作進一步了解學生的需要及處理有關事宜上，以為閣下提供特別的安排及照顧。

Notes for Applicants

Admission Requirements

Acceptance will be subject to specific admission requirements adopted by the individual course. For details, please read the relevant pages of the course.

Enrolment Procedures

Please complete the enrolment form for the course and send the cheque (if any) to the Office of IIIE in person or by mail to Unit 402, 4/F., Kowloon City Plaza, 128 Carpenter Road, Kowloon City, Kowloon. Receipt and Attendance Permit will be sent to applicants upon payment of tuition fees but IIIE will not be responsible for any loss of Receipt and Attendance Permit. If you do not receive the above 3 calendar days prior to course commencement, please check with the Office of IIIE at 2716 3329 or the respective programme staff. There is an administrative charge of HK\$50 on every request for an additional copy of Receipt or Attendance Permit.

Supplementary Information

Supplementary information required by individual are specified in the respective sections of the course brochure (if any).

Tuition Fee

Tuition fee is listed in the brochure. Tuition fee should be paid in full before admission.

Payment Methods

Cheque / Credit Card / Cash

Crossed cheque should be made payable to "IIIIE" and returned together with your enrolment form. Post-dated cheque is not accepted. For applicants who enrol for more than one course should issue a separate cheque for each course. Please write the applicant's name, HKID card no. and course code on the back of each cheque. Cheque will be returned if courses enrolled are full or cancelled. If a cheque is rejected by bank, the applicant concerned will be required to pay the course fee and an administrative charge of HK\$50 at the Office of IIIE in person within three working days upon receipt of notification from IIIIE.

If the tuition fee paid by cash or credit card, applicants are requested to hand in the enrolment form and payment to our institute directly. Failure to do so will result in cancellation of the enrolment or suspension from taking subsequent classes.

Refund

Fees paid are not refundable regardless of whether applicant have attended classes or not. Fees paid are not refundable unless the enrolled course is full or cancelled. IIIIE will return the cheque to applicant concerned. If you do not get the refund 3 to 4 weeks after returning the 'Notification of Course Cancellation / Over-subscription', please check with the Office of IIIIE at 2716 3329.

Course Transfer

Transfer to another course is permitted if the enrolled course is full or cancelled. In any other event, transfer to another course can only be made subject to the approval of IIIIE, and subject to paying the difference. This application must be made no less than one week before commencement date of the enrolled course. Late applicant will not be considered. Furthermore, fees paid and the related studentship cannot be transferred from one person to another.

Course Changes

IIIIE reserves the right to cancel a course if enrolment is insufficient and make alterations regarding instructors, class locations, class schedules and the content of courses if necessary.

Applicants with a Disability

Disabled applicants are advised to the Office of IIIIE or respective programme staff. The information you provide is used by IIIIE only for the purpose of better understanding your needs and processing relevant matter concerned, in order to provide you with special arrangement and care.