

Ctr. (中心)	Address (地址)	Tel (電話)
天后(總校):	No.1 King's Road (英皇道1號)	2877 8363
天后(分校):	9/F Parkview Centre 7 Lau Li Street (琉璃街7號栢景中心9樓)	2187 2919
銅鑼灣:	2/F Ka Nin Wah Commercial Building 423-425 Hennessy Rd. (軒尼詩道423-425號嘉年華大廈2樓)	2866 9584
灣仔:	3/F, Henning House, 385 Hennessy Rd. (軒尼詩道385號軒寧大廈3樓)	2877 8364
旺角:	6F, Omega Plaza, 32 Dundas Street, Mongkok (登打士街32號歐美廣場6樓)	2865 2604
大窩口:	Shop No. 22-30 UG/F Tsuen Wan Garden Phase I 15-23 Castle Peak Rd. (青山公路15-23號荃灣花園一期高層地下22-30號)	2499 0575

For office use only
REG. No.
RECEIPT No.
FEE RECEIVED: HK\$
RECEIVED BY:
DATE:

Part A. Course Information 甲部 課程資料		<input type="checkbox"/> D / <input type="checkbox"/> C*																	
Department applied for 申請就讀學系 _____ <input type="checkbox"/> Day-time 日間 <input type="checkbox"/> Evening 夜間 Attached application fee 附報名費 HK\$ _____ Tuition fee paid now 現付學費 HK\$ _____ Paid by <input type="checkbox"/> Cash 現金 _____ <input type="checkbox"/> Credit Card 信用卡 _____ <input type="checkbox"/> Cheque No. 支票號碼 _____ Please make all cheques payable to "Hong Kong Communication Art Centre Ltd". 支票抬頭請書"香港傳藝中心有限公司"	Course(s) to be enrolled 報讀科目 Please state clearly the name(s) and code(s) of the courses enrolled. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Code 編號</th> <th style="width: 55%;">Course(s) 科目名稱</th> <th style="width: 30%;">Semester 學期(月份)</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td></tr> </tbody> </table>	Code 編號	Course(s) 科目名稱	Semester 學期(月份)	1.			2.			3.			4.			5.		
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2.																			
3.																			
4.																			
5.																			

Part B. Personal Details 乙部 個人資料	
Surname in English 英文姓氏	Full name in Chinese 中文姓名
First / Other names in English 英文名字	
HKID No. 香港身份証號碼	(For those not holding a HKID card, please enter passport number 如無香港身份証者, 請填護照號碼)
Gender 性別 <input type="checkbox"/> M 男 <input type="checkbox"/> F 女	Marital Status 婚姻狀況 <input type="checkbox"/> Single 未婚 <input type="checkbox"/> Married 已婚
Date of birth 出生日期	
Nationality 國籍	Place of birth 出生地點
Occupation 職位	Company 公司 / School 學校
Education 教育程度	
<input type="checkbox"/> Primary 小學 (Level 程度: _____) <input type="checkbox"/> Secondary 中學 (Level 程度: _____) <input type="checkbox"/> Post-Secondary 大專 (Major 主修: _____) <input type="checkbox"/> University or above 大學或以上 (Major 主修: _____) <input type="checkbox"/> Others 其他 (Please specify 請註明: _____)	
Do You have any relevant working experience? 您是否有相關的工作經驗?	
<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes 有 (Name of Industry 職業範疇 _____ Years of Experience 年資 _____ yr(s) 年)	

Part C. Contact Information 丙部 聯絡資料	
Correspondence Address 英文通訊地址	
Flat / Room 室	Floor (字)樓
Block 座	
Building / House / Mansion / Plaza / Tower / Lot No. 大廈 / 地段號碼	
Estate / Court / Garden / Centre / Village 苑 / 花園	
No. & name of Street / Road / Avenue / Drive / Lane / Path 街 / 路 / 道 / 坊 / 里 / 徑名稱及門牌號碼	
District 地區 <input type="checkbox"/> Hong Kong 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> N.T. 新界	
Home Tel. No. 住宅電話	Office Tel. No. 公司電話
Fax No. 傳真號碼	Mobile 手提電話
Email Address 電郵地址	

Part D. Questionnaire 丁部 問卷調查	
Where did you first learn about this program? 如何得知本課程?	
<input type="checkbox"/> Mail 郵件 <input type="checkbox"/> Centre Display 中心告示 <input type="checkbox"/> MTR 地鐵 <input type="checkbox"/> Newspaper 報章雜誌 (Please specify 請註明: _____)	
<input type="checkbox"/> Others 其他 (Please specify 請註明: _____)	
Please turn over 請轉後頁	

GENERAL INFORMATION

- All applicants must complete the application form accurately, all applications will be dealt on a first-come-first-serve basis, thus early enrolment is encouraged to ensure a place.
 - For applications by fax a place will be reserved but the place will be confirmed only when the payment is received.
 - Payment:
Bank transfer: Tuition fees can be made payable to
Creditor: Hong Kong Communication Art Centre Ltd.
A/C NO: Hong Kong Bank 047-671813-838 or
Creditor: University of Communications (Hong Kong) Ltd.
A/C NO: Dao Heng Bank 454-548006309
*Please send a copy of the bank pay-in slip together with the application form to our School by fax or by mail for our records.
By mail: Please send your application form together with the course fee by crossed cheque payable to:
3/F, Henning House, 385 Hennessy Road, Wan Chai, HK
Hong Kong Communication Art Centre Ltd.
In person (Cash / Cheque / Credit card) at either:
Tin Hau Centre, Wanchai Centre, Yau Ma Tei Centre or Tsuen Wan Centre
* * *NO ENROLLMENT WILL BE ACCEPTED ON THE DAY OF COURSE COMMENCEMENT* * *
4. You will be notified if you are not admitted because of the course is full or other reasons. The School will not notify successful applicants and they are expected to attend the first lesson of the course at the place and time advertised.
 - Places and fees of successful applications are not transferable or refundable* unless:
 - The School rejects the application;
 - The course is cancelled;
 - The commencing date of the course is postponed for more than 12 weeks for courses in Art & Design, Advertising, and Public Relations, and 8 weeks for Language courses. All requests for refunds or transfers must be made before the course commences;
 - Students have sufficient reasons with written notice and testimonials, and HKCAC approves for such application. (\$200 will be charged for changing class)
 - 5% of the tuition fee would be charged as administration fee on all refunds*HKCAC would refund by means of crossed cheque in a month.
 - The school reserves the right to change the time, venue and tutor for the courses when necessary.
 - Should the class fall onto one of the bank holidays, or the special evenings listed below (New Year's Eve, Halloween, Winter Solstice, Christmas Eve, Lunar New Year's Eve, Mid-Autumn Festival), the class will be suspended and postponed to the same schedule in the following week. Should you have any enquiry, please do not hesitate to contact the Administration Office.
 - No classes will be held when typhoon signal No.8 or above/ Black Rainstorm Warning is hoisted. According to the notice made by the Education Department, no alternative sessions will be arranged. (Classes will resume if typhoon signal No.8 or above/ Black Rainstorm Warning is lowered before 3:00 PM for evening classes, 12:00 Noon for afternoon classes and 7:00 AM for morning classes)
 - Certifications of attendance:
Students who have attended 80% or more of a course may apply for a certificate from one week before till one year after the course completion. The handling charge is HK\$50 and advance payment is required.
 - Personal data will be used for the purpose of market research, program development and direct mailing.
- 申請人必須以正楷填寫報名表，取錄以先到先得方式處理。
 - 申請人可將填妥之報名表傳真至本校留位，但必須於開課前 7 天繳交學費，學額將於收到付款紀錄方可確認。
 - 付款方法：
銀行轉帳：
收款人：香港傳藝中心有限公司
香港匯豐銀行帳戶：047-671813-838 或
收款人：傳藝大學(香港)有限公司
星展銀行帳戶：454-548006309
*請傳真或郵寄銀行收條到本校
郵寄：請將填妥之報名表及劃線支票寄
香港灣仔軒尼詩道 385 號軒寧大廈 3 字樓
支票抬頭：香港傳藝中心有限公司
現金／支票／信用卡：
請親臨天后總校、灣仔、油麻地或荃灣分校報名
* * *開課當日恕不接受報名* * *
4. 除另行通知外，各學員請照開課時間及地點出席。
 - 已報名或已繳費之課程，一概不得更改或退款*，除非：
 - 申請未獲接納
 - 課程被取消
 - 設計/廣告/公共關係課程延遲多於 12 星期開課，語言課程延遲多於 8 星期開課
 - 所有退款或轉班必須在開課前申請
學員有充足理由及證明，並得校方批准。
(轉班手續費二百元正)
 - 所有退學申請，將收取5%作為行政手續費
*所有退款將於一個月內以劃線支票支付
 - 如有特殊情況，本校有權更改課程上課時間、地點及導師。
 - 公眾假期及特別節慶(除夕、萬聖節、冬至、平安夜、農曆新年、中秋節)，夜間課程將順延一週於同一時間上課，如有任何問題請與本校職員聯絡。
 - 當八號颱風訊號已懸掛或天文台發出黑色暴雨警告訊號，學校當日停課，按教育署通告，不設補課。(如八號颱風訊號/黑色暴雨警告訊號於上午 7 時除下，上午校將照常上課，中午 12 時前除下，下午校照常上課，下午 3 時前除下，夜校照常上課。)
 - 證書及出席率：
學生於該課程內出席率達百份之八十者可於課程結束前一星期或課程已結束一年內申請本校頒發之證書，申請時須繳付手續費五十圓正。
 - 所有個人資料將用作市場研究，課程發展及郵寄單張。

I hereby declare that I will comply with the terms and conditions of the School by signing at the place below.

本人聲明謹遵照校方所訂條款

Date: _____

Signature of the applicant: _____