HONG KONG DESIGN INSTITUTE
香港知專設計學院

Application Form | 報名表

Professional Short Courses Workshops | 專業短期課程 工作坊

Course Title 課程名稱	Course Code 課程編號

☐ Professional Diploma 專業文憑 ☐ Professional Certificate 專業證書 ☐ Module 專修科目 ☐ Workshop 工作坊

Personal Particulars 個人資料 Applicant is required to complete all the fields 申請人必須填寫所有欄位

English Name 英文姓名* Mr / Ms / Miss	HKID No. 身份證號碼
Chinese Name 中文姓名* 先生 / 女士 / 小姐	Contact Phone 聯絡電話
Date of Birth 出生日期 DD / MM / YYYY	Email 電郵地址
Correspondence Address 通訊地址	Native Language 母語
	Other Language 其他語言
	☐ New Student 新生 ☐ Past Student 舊生

* Must be same as the name shown on Hong Kong Identity Card * 必需與香港身份證上的姓名相符

Academic and Professional Qualifications 教育程度 In chronological order 請按日期順序列出

Year of Award 年份 mm/yy	Academic Institution / Professional Body 學院名稱	Title of Award 獲取證書

Working Experience 工作經驗 In chronological order 請按日期順序列出

Year of Employment 受聘日期 mm/yy to mm/yy	Name of Company 公司名稱	Position 職位

Payment Method 繳費方式

Tuition 學費 ☐ Original Fee 原價, HK$ _____

Discount 優惠 ☐ Early Bird Discount 預早報名 Net Fee 折實學費 HK$ _____

☐ Special Discount 特別優惠+ Net Fee 折實學費 HK$ _____

Special discount on course fee, please refer to separate course flyer for details
特別學費折扣優惠，詳情請參閱個別課程單張

Please specify your category 請註明你所屬的類別

☐ VTC staff / alumni / students VTC 職員 / 校友 / 學生

☐ Member of supporting organization 支持機構會員 Please specify 請註明: _____

☐ Others 其他 Please specify 請註明: _____

Payment Method 繳費方式

☐ Cash 現金 收據編號: _____ (For Internal Only)

☐ ATM 自動櫃員機

☐ Cheque 支票
cheque no 支票編號: _____
Make cross cheque payable to "Vocational Training Council"
劃線支票抬頭請註明支付"職業訓練局"

+Notes
1. Not applicable for CEF reimbursable courses.
2. For members of supporting organizations, the discount is applicable to those courses endorsed by related organizations.

+ 備註
1. 不適用於持續進修基金可獲發還款項之課程
2. 給予支持機構成員之優惠只適用於該會已確認支持之課程

Source of knowing this course 獲悉課程途徑

From which of the following sources you know about the courses (You may select more than one)

- ☐ VTC website
- ☐ HKDI website
- ☐ CPE website
- ☐ Prospectus
- ☐ Alumni eNewsletter
- ☐ PEEC eNews
- ☐ Email
- ☐ Campus Flyer
- ☐ Yahoo search
- ☐ Google search
- ☐ Facebook / Twitter / Weibo
- ☐ Referral by friends / relatives
- ☐ Others. Please specify: _____

你是從下列哪種途徑得悉此課程 (可選擇多於一項)

- ☐ VTC網頁
- ☐ HKDI網頁
- ☐ CPE網頁
- ☐ 課程概覽
- ☐ 校友電子訊息
- ☐ PEEC電子訊息
- ☐ 電郵
- ☐ 校園海報
- ☐ Yahoo搜尋
- ☐ Google搜尋
- ☐ 朋友介紹
- ☐ Facebook/Twitter/微博
- ☐ 其他, 請註明: _____

Notes for Applicants 報名須知

- Commencement of classes depends on enrollment.
- Photos, video or works of students (including activities in and outside classroom) may be used for teaching purpose and course promotion.
- **Fees paid are non-refundable and non-transferrable.**
- To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong for employment or as dependants, who do not need prior approval before taking up part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to a HKDI course / workshop does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes.

- 課程開辦與否將視乎收生情況。
- 學生照片、短片或作品(包括課堂內外的活動)或會用作教學用途和課程推廣。
- **已繳費用概不退還，亦不能轉作其他課程之用。**
- 非本地申請人必須持有由香港特區政府入境事務處所簽發的學生簽證方可入讀本學院，申請人入學前須辦妥有關手續。惟以僱員或受養人士身分獲批准來港者，則毋須經事先批准，亦可修讀兼讀制課程。獲香港知專設計學院課程取錄並不代表能成功獲發有關學生簽證。一般而言，兼讀制課程暫不在入境處考慮批發簽證之列。

Declaration 聲明

I declare that all the information given in this application form and the attached documents, if any, are accurate. I agree to abide by rules and regulations of HKDI if I am admitted to the course. I understand that the information provided in the form will be used by VTC in admission, course administration and promotion. **I understand that all fees paid are non-refundable and non-transferrable.**

我宣明這申請表所提供的資訊及附帶文件屬實，如我被取錄，我同意遵守HKDI的規則和章程。我了解所提供的資料將由VTC作收生、行政管理或推廣使用。**我明白已繳費用概不退還，亦不能轉作其他課程之用**。

Signature 簽署

Date 日期

Application Method 報名方式

1. By visiting HKDI · PEEC, LW004, 3 King Ling Road, Tseung Kwan O
2. By post: HKDI · PEEC, LW004, 3 King Ling Road, Tseung Kwan O
3. By Fax: 3928 2054
4. By email: peec.hkdi@vtc.edu.hk

1. 親身報名: 將軍澳景嶺路3號LW004室香港知專設計學院專業促進中心
2. 郵寄: 將軍澳景嶺路3號LW004室香港知專設計學院專業促進中心
3. 圖文傳真: 3928 2054
4. 通過電子郵件: peec.hkdi@vtc.edu.hk

Checklist 核對清單

Please check if you have completed or submitted the following items:

- ☐ Completed this application form
- ☐ Copies of academic qualification credential/ Job reference letter (with 2 years or above working experience) (applicable to enroll the professional diploma or certificate courses)
- ☐ Cheque or ATM payment receipt for the tuition fee
- ☐ Completed Continuing Education Fund (CEF) application form (if any)

請檢查您是否已經填妥及提交下列項目:

- ☐ 填妥此申請表格
- ☐ 學歷證明或工作證明 (有2年以上工作經驗) 副本 (適用於報讀專業文憑或證書課程)
- ☐ 學費支票或ATM繳費收據
- ☐ 持續進修基金申請表 (如需要)

Enquiry 查詢

Tel 電話 3928 2777
Email 電郵 peec.hkdi@vtc.edu.hk
Website 網址 www.hkdi.edu.hk

CPE Website (Online Application)
CPE網站 (網上報名)
cpe.vtc.edu.hk

For internal use 內部填寫

Received by Executive 確認收到申請表	Checked by Officer 主任核實	Approved by Head 主管批核
Date 日期	Date 日期	Date 日期