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| |  | | --- | | 若現時/曾是社區學院或本學院學生，請填寫:  Former / Current CCLU / LIFE Student Only | | 學生編號:  Student No.: | | (學院專用 For Official Use Only) Received on: | | Banner on: |     **報名表格Application Form**  持續進修課程  Lifelong Learning Programmes |
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| 請於填寫本報名表格前細閱申請須知。  Please read the "Notes for Application" carefully before completing this form. |

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| **1. 報讀課程資料 Programme** (Applicable to both NEW and PAST students 新生及舊生適用) | |
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| 課程名稱  Programme / Course Title | 學費  Tuition Fee (HK$) |
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| **2. 個人資料 Personal Particulars** （以香港身份證 / 護照所載資料為準 As stated on HKID Card / Passport） |

\* 請刪去不適用者 Please delete where inappropriate

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| 英文姓名（姓氏先行）  Name in English (Surname first) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| 中文姓名  Name in Chinese |  |  |  |  | 性別  Gender | \* 男 / 女  \* M / F | 出生日期（日/月/年）  Date of Birth (DD/MM/YYYY) |  |  |  |  |  |  |  |  |  |

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| 香港身份證 / 護照號碼 \*  HKID / Passport No. \* |  |  |  |  |  |  |  |  |  |  |  | 電郵  Email |  |  |  |  |  |

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| 住宅電話  Home Tel No. |  |  |  |  |  |  |  |  |  | 流動電話  Mobile Tel No. |  |  |  |  |  |  |  |  |  | 國籍  Nationality |  |  |  |  |  |

**通訊地址 (請以英文填寫)　Correspondence Address in English**

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室 Room / Flat 樓 Floor 座 Block 大廈 Building

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屋苑 Estate / 街道 Street （請提供街道號數 Please provide the Street / Road No.）

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地區（如灣仔 、觀塘、離島） District (e.g. Wanchai, Kwun Tong, Outlying Islands)

**緊急事故聯絡人Emergency Person to Contact**

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| 英文姓名（姓氏先行）  Name in English (Surname first) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| 中文姓名  Name in Chinese |  |  |  |  | 聯絡電話  Contact No. |  |  |  |  |  |  |  |  |  | 電郵  Email |  |  |  |  |  |  |

學院提倡平等學習機會，如你在學習或考試等方面需要特殊安排，請在此報名表提出。如有需要，學院將聯絡你，以了解更多資料。

LIFE offers equal opportunities to all applicants with or without disabilities. Applicants requiring special assistance are encouraged to indicate on this form.

LIFE may contact you to obtain further details.

你是否需要特殊學習安排? Are you an applicant with special learning needs? 否No 是Yes，Please specify 請註明:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

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| **3. 學歷及專業資格 Academic and Professional Qualifications** |

請填寫申請報讀課程有關的學歷及專業資格，並提供副本證明。

Please state academic and professional qualifications relevant to the programme/course entry requirements you are applying for, and attach proof of qualifications.

按就讀日期順序列出。 In Chronological order.

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| Date (From/To) / Date Obtained  日期（月份/年份） / 頒授日期 | Qualification Obtained / Class of Membership  獲頒學歷/資格類別 | Name of Institution  曾就讀的學校、學院、大學或訓練機構 |
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| **4. 工作經驗 Working Experience** |

請填寫現識及與申請報讀課程有關的過往工作經驗，並提供副本證明。

Please state your current employment, and your past working experience relevant to the programme entry requirements you are applying for, and attach proof of qualifications.

按日期順序列出.。In Chronological order.

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| Date (From/To)  日期（月份/年份） | Full-time/Part-time  全職/兼職 | Position  職位 | Name of Company  公司名稱 |
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| **5. 聲明及授權 Declaration and Authorisation** | |
| 1. 本人謹此聲明在本申請表所提供之資料均屬正確及完備，並明白若填報失實資料，本人之申請入讀嶺南大學持續進修學院及修業資格將被取消。 2. 本人授權嶺南大學持續進修學院向有關機構索取有關本人之考試資料及專業資格資料(如需要)。 3. 如註冊入學，本人當遵守學院的規則。 4. 本人明白不論上課與否，所有已繳交的費用學院概不退還，也不能轉讓。 5. 本人明白學院保留取錄學生的最終決定權。 6. 本人明白學院保留課程最終開辦權。 | 1. I declare that the information given in this application is accurate and complete, and understand that any misrepresentation or false information given will result in the disqualification of my application for admission or termination of study at LIFE if admitted. 2. I authorise LIFE to obtain information about my results in public examinations and professional qualifications from relevant institutions (if necessary). 3. I consent to conform to the Regulations of LIFE if I am admitted to LIFE. 4. I understand that fees paid are neither refundable nor transferable regardless of whether I have attended classes. 5. I understand LIFE has the final approval authority to admit students to the programmes. 6. I understand that LIFE reserves the rights to make final decisions whether the programme(s) / concentration(s) are offered. | |

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| **6. 個人資料收集聲明 Personal Information Collection Statement** | | |
| 1. 本申請表內的個人資料，將會作處理入學之用。若獲得學院取錄，申請人的資料將會轉為學生記錄，並用作教學、行政、學生活動、舊生會、研究及統計分析事宜。 2. 如入學申請不被接納，本學院將銷毀一切有關的個人資料。 3. 根據個人資料（私隱）條例，申請人有權要求查閱及更改個人資料。如要查閱資料，請聯絡個人資料保障主任(電郵 : [DPO@LN.edu.hk](mailto:DPO@LN.edu.hk))。如要更改/更新資料，請聯絡課程統籌   (電郵 : [LLP@LN.edu.hk](mailto:LLP@LN.edu.hk)）。 | 1. The purpose of collecting personal data by means of this form is to process the application for admission. After being admitted, related personal information of applicants will become part of the student record for academic, administrative, student activities, alumi affairs, research, and statistical analysis purposes. 2. Personal data of unsuccessful candidates will be destroyed. 3. Applicants have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests to access personal data, please contact the Data Protection Officer at [DPO@LN.edu.hk](mailto:DPO@LN.edu.hk). For requests to correct/update personal data, please contact Programme Administration Team at LLP@LN.edu.hk. |

請於下列適當空格填上剔號 ☑ Please tick ☑ the appropriate box below:

本人 □ ***同意*** / □ ***不同意*** 收取嶺南大學持續進修學院寄發的宣傳資訊。

I □ ***agree*** / □ ***do not agree*** to receive direct marketing information from LIFE.

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| 申請人簽名 Signature of Applicant |  | 日期 Date |

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| **7. 問卷調查 Survey** | | | | |
| 為使本學院了解學員的學習需要，請填妥以下問卷。你所提供的資料，可能作為本院對持續教育研究之用。學員可根據個人意願決定填寫與否。  請在適當方格加上 🗸 號  To help us understand your learning needs, please answer the following questions. The information you provided may be used to assist LIFE’s research in continuing education. This part of the form is optional. Please tick the appropriate boxes. | | | | | |
| 1. 就業狀況Employment Status | | | | | |
| □ | 全職Full-time | □ | 兼職Part-time | | |
| □ | 學生 Student | □ | 退休人士 Retiree | | |
| □ | 其他 Others |  |  | | |
|  |  |  |  | | |
| 2. 你從何處獲悉本學院課程資料？ How did you learn about LIFE's programme information?  (可作多項選擇 You can choose MORE THAN ONE) | | | | | |
| □ | 課程簡介 Programme Prospectus | □ | 報章廣告 Newspaper Advertisement | | |
| □ | 手機廣告 Mobile Advertisement | □ | 關鍵字搜尋 Keyword Search (SEM) | | |
| □ | 港鐵廣告 MTR Advertisement | □ | 社交媒體 Social Media | | |
| □ | 巴士廣告 Bus Advertisement | □ | 討論區 Forum | | |
| □ | 學校/親友推介 Referrals | □ | 其他 Others (請列明 Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | |
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| **8. 申請須知 Notes for Application** | | | | | |

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| (最後更新版本請參閱本學院網頁 [www.LN.edu.hk/llp](http://www.ln.edu.hk/llp)。 For the latest updates, please visit our website [www.LN.edu.hk/llp](http://www.ln.edu.hk/llp).) |
|  |
| **入學要求 Admission Requirements** |
| 除註明外，本院之短期課程不設特定入學要求，歡迎有志進修人士報讀。詳情請參閱各課程內容。  Except otherwise specified, the short courses offered by LIFE are open to all applicants. Please refer to individual programme/course for details. |
|  |
| **報名程序 Enrolment Procedures** |
| 申請人須妥備已填妥之報名表格、有關資料副本（如有註明）以及兩張分別繳付報名費（如有註明）及學費的銀行本票 / 劃線支票（抬頭為「嶺南大學」），於截止日期前親身交回本學院或郵寄致新界屯門嶺南大學新教學大樓3樓301室（請於信封面上註明「持續進修課程申請」）。本學院恕不接受期票；請在支票 / 銀行本票背面寫上申請人姓名、手提電話號碼、課程名稱。  申請將於報名表格、所有有關資料副本（如有註明）及學費完整收妥後才獲處理。本學院一般於開課前發出收據予申請人，若於開課前四天或截止日期後報名的申請人於上課時仍未收到，請致電2616 7255查詢。若要求額外的收據，每張將收取行政費用HK$25。除特別通知外，申請人須依照本學院網頁或課程單張上之指定時間、日期和地點上課。如網上版本與課程單張版本有任何不符之處，應以網上版本為準。  如有退票，有關申請人須於收到本院職員通知當日起的三個工作天內繳付學費。逾期辦理將不獲保留學額或被取消上課資格。  Applicants may enrol in person with duly completed enrolment form, copies of supporting documents (if specified), two separate cheques for application fee (if specified) and tuition fee (Please make crossed cheque(s) payable to “Lingnan University”) or send to “Lingnan Institute of Further Education, Room 301, 3/F, New Academic Block, Lingnan University, Tuen Mun, N.T.”, specifying “Application for Lifelong Learning Programme” before the deadline. Post-dated cheque is not accepted. Please write the applicant’s name, mobile phone no., course title on the back of the cheque(s).  Applications will be processed only upon receipt of the completed enrolment form, copies of supporting documents (if specified) and payment. Receipt will normally be issued before course commencement. If you do not receive the receipt four calendar days prior to course commencement date or for late enrolment, please check with us at Tel: 2616 7255. An administrative fee of HK$25 will be charged on every request for an additional copy of the Receipt. Unless otherwise notified, applicants are expected to be present for class at the time and place indicated in LIFE website or the leaflet. In the event of any inconsistency between the online version and the leaflet version, the online version shall prevail.  If the cheque is rejected by bank, the applicant concerned will be required to pay the tuition fee within three working days upon receipt of notification from the Institute. Failure to do so will result in cancellation of enrolment or suspension from taking subsequent classes. |
| **退款 Refund** |
| 除非因課程額滿或取消，否則已繳之學費恕不退還。如欲報讀之課程已額滿或取消，本學院將安排退款。  Fees paid are not refundable unless the enrolled course is full or cancelled. Refund will be arranged if courses enrolled are full or cancelled. |
|  |
| **課程更改 Course Changes** |
| 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。  LIFE reserves the right to cancel a course if enrolment is insufficient and make alterations regarding instructors, class schedules, class locations and the course content if necessary. |

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| **查詢**  **嶺南大學持續進修學院**  **Lingnan Institute of Further Education** 香港新界屯門嶺南大學新教學大樓3樓301室 Room 301, 3/F, New Academic Block, Lingnan University,  Tuen Mun, Hong Kong | 電話/Tel： （852）2616 7255 傳真/Fax： （852）2460 2049 電郵/Email： [LLP@LN.edu.hk](mailto:LLP@LN.edu.hk) 網頁/Website： [www.LN.edu.hk/llp](http://www.ln.edu.hk/llp) |