嶺南大學持續進修學院
LINGNAN INSTITUTE OF FURTHER EDUCATION

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

Application Form 報名表格
Short Courses 短期課程

Former CCLU / LIFE Student Only 若曾是社區學院或本學院學生，請填寫此欄
Student No.: 學生編號:
(For Official Use Only 學院專用) Received Form on:
Banner on:

1. Application Details 報讀課程資料 (Applicable to both NEW and PAST students 新生及舊生適用)

Course Code 課程編號	Programme / Course Title 課程名稱	Fee 費用($)

2. Personal Particulars 個人資料 (As stated on HKID Card / Passport 以香港身份證 / 護照所載資料為準)

* Please delete where inappropriate 請刪去不適用者

Title 稱謂 *Mr 先生 / Ms 女士

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

Name in Chinese 中文姓名

Date of Birth (DD / MM / YYYY) 出生日期 (日 / 月 / 年)

Gender 性別 * Male / Female * 男 / 女

HKID / Passport No.* 香港身份證 / 護照號碼*

Nationality 國籍

E-mail 電郵

Home Tel No 住宅電話

Mobile Tel No 流動電話

Correspondence Address 通訊地址

Room / Flat 室 Floor 樓 Block 座 Building 大廈

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

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

☐ HK 香港 ☐ KLN 九龍 ☐ NT 新界

Person to Contact in Case of Emergency 緊急事故聯絡人

Name 姓名

Mobile Tel No 流動電話

Employment Status 就業狀況

☐ Full-time 全職 ☐ Part-time 兼職 ☐ Student 學生 ☐ Retired Persons 退休人士 ☐ Others 其他

Applicants with Special Needs 特殊需要申請人

It is the policy of LIFE to offer equal opportunities to all applicants. We are committed to catering the learning needs of all our students. If you need any special arrangement for learning or taking the examination, please provide us the details. We may contact you to obtain further information (e.g. medical certificates) for providing assistance. 本學院致力提供平等機會予所有申請人，並盡力切合不同學生在學習上的需求。如閣下在學習及考試等方面需要特殊協助，請簡述有關情況。本學院將聯絡閣下提供相關資料（例如：醫生證明），以便提供協助。

3. Enrolment Procedures 報名方法

申請人須備妥以下文件連同報名表格於截止日期前親身交回本學院各教育中心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「短期課程申請」)。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、香港身分證號碼及課程名稱。

- 已填妥之報名表格
- 香港身份證或護照副本
- 學費 (銀行本票 / 劃線支票抬頭:「嶺南大學」)

Applicants may enrol in person with the following items at any of our education centres or send to "Lingnan Institute of Further Education, Room 301, 3/F, New Academic Block, Lingnan University, Tuen Mun, N.T.", specifying "Application for Short Course" before the deadline. Post-dated cheque is not accepted. Please write the applicant's name, HKID card no. and course title on the back of the cheque.

- Duly completed enrolment form
- Copy of HKID Card / Passport
- Tuition fee (Please make crossed cheque payable to "Lingnan University")

4. Declaration and Authorization 聲明及授權

1. 申請人請盡量提供足夠資料，否則嶺南大學持續進修學院 (「學院」) 不能有效處理閣下之申請。
2. 若申請人未能成功獲首選課程取錄，學院則按其第二 / 三志願，安排申請人入讀其他課程，惟申請人須符合該課程的入學要求。由於學額有限，故學院建議申請人填寫三個課程選擇以提高入學機會。
3. 學院有權決定是否接納閣下之入學申請及變更任何甄選決定。
4. 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。如有需要，請向學院 (新界屯門嶺南大學新教學大樓 3 樓 301 室) 提出書面要求。
5. 如入學申請不被接納，本學院將銷毀一切有關的個人資料。
6. 本人謹此聲明，此表格內所填報及所提供的資料，均屬真實無訛。本人明白如有任何虛報或提供誤導資料，則本人的申請及註冊資格均會被取消。
7. 如註冊入學，本人當遵守學院的規則。
8. 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。
9. 本人明白學院保留取錄學生的最終決定權。
10. 本人明白學院保留課程最終開辦權。
11. 本人授權學院使用本人申請表內的個人資料，作處理入學之用。本人明白，若獲得學院取錄，本人的資料將會轉為學生記錄。本人授權學院將本人的個人資料用作教學、行政、學生活動及舊生會的用途。
12. 本人同意學院將本人的個人資料用作研究及統計，亦同意學院就有關的個人資料於統計所得出的結果用作市場分析及課程推廣事宜上。
13. 本人授權學院及嶺南大學的職員處理本人的資料。

1. Applicants are advised to provide all the information requested in the application, where applicable, otherwise, Lingnan Institute of Further Education (LIFE) may be unable to process your applications.
2. If applicants are not admitted to the programme of their first choice, they will be arranged to study the programmes of their second / third choice, provided the applicants meet the admission requirements of that programme. To increase the admission chance, applicants are advised to put down three choices of programmes on their application forms.
3. LIFE is at its discretion to make / change the decision whether an applicant is admitted.
4. Applicants have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For such requests, please write to Office (Room 301, 3/F, New Academic Block, Lingnan University Tuen Mun, N.T.).
5. Personal data of unsuccessful candidates will be destroyed.
6. I declare that all information given in this form is true and correct to the best of my knowledge, and I understand that my application for admission and registration will be turned down upon provision of any false and misleading information.
7. I consent to conform to the Regulations of LIFE if I am admitted to LIFE.
8. I understand that fees paid are neither refundable nor transferable regardless of whether I have attended classes.
9. I understand LIFE has the final approval authority to admit students to the programmes.
10. I understand that LIFE reserves the rights to make final decisions whether the programme(s) / concentration(s) are offered.
11. I authorize LIFE to use my personal data for processing my application for admission. I understand that after being admitted, my personal information will become part of the student record. I authorize LIFE to use my personal data for academic, administrative, student activities and alumni management purposes.
12. I agree LIFE to use my personal data for research and statistical purposes. I consent LIFE to use the results on statistical and marketing purposes.
13. I authorize the staff of LIFE and Lingnan University to handle my personal data.

☐ 如不欲接收學院資訊，請在空格內填上(✓)號。
If you do not wish to receive information from LIFE, please tick the box (✓).

Signature of Applicant 申請人簽名

Date 日期

Room 301, 3/F, New Academic Block, Lingnan University, Tuen Mun, N.T. 新界屯門嶺南大學新教學大樓 3 樓 301 室
Contact No. 聯絡電話：2616 7255
Office Hours: Mon - Fri 9:00am - 1:00pm, 2:00pm - 5:30pm 辦公時間：星期一至五早上九時至下午一時，下午二時至五時半

5. Survey 問卷調查

To help us understand your learning needs, please answer the following questions. Please note that the information you provide may be used to assist in continuing education. This part of the form is optional. Please tick the appropriate boxes.
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。

1. Your highest education level achieved 你的最高學歷程度：(Please select ONE only 請選擇其中一項)

- ☐ Below Secondary Education 中學程度或以下
- ☐ Bachelor's degree 學士學位
- ☐ Postgraduate certificate / Postgraduate diploma 深造證書 / 深造文憑
- ☐ Master's degree 碩士學位
- ☐ Doctorate degree 博士學位
- ☐ Others 其他 (Please specify 請列明 : _____)

2. Profession 行業 : (You can choose MORE THAN ONE 可作多項選擇)

- ☐ Accounting / Auditing 會計、核數
- ☐ Administration / Secretarial / General Management 行政、秘書、一般管理工作
- ☐ Advertising / Sales and Marketing / Customer Services 廣告、營銷及市場推廣、顧客服務
- ☐ Architectural / Building & Construction / Project Engineering / City Planning 建築、建造、項目工程、城市規劃
- ☐ Art / Creative / Design 藝術、創意行業、設計
- ☐ Banking / Finance / Investment / Insurance 銀行、金融、投資、保險
- ☐ Business Management 商業管理
- ☐ Chinese Medicine 中醫藥
- ☐ Community / Social Services 社會服務
- ☐ Computer Science / Information Technology (IT) 電腦、資訊科技
- ☐ Education 教育
- ☐ Engineering / Machinery 工程、機械
- ☐ Entertainment / Recreation / Sports 娛樂、康樂、體育管理
- ☐ Environmental Sciences 環境科學
- ☐ Food and Beverage 餐飲
- ☐ Government / Public Utilities 政府部門、公共機構
- ☐ Hospitality and Tourism 款客服務、旅遊
- ☐ Housing / Property Management / Real Estate 樓宇、物業管理、地產
- ☐ Human Resource / Training 人事、培訓
- ☐ Legal 法律
- ☐ Library Management 圖書管理
- ☐ Logistics / Transportation 物流、運輸交通
- ☐ Manufacturing 製造業
- ☐ Media / Communications / Public Relations / Publishing / Translation 媒體、傳訊、公關、出版、翻譯
- ☐ Medical / Health Care / Nutrition / Beauty 醫療、保健、營養、美容
- ☐ Merchandising / Purchasing / Trading 採購、貿易
- ☐ Retail / Wholesale 零售、批發
- ☐ Science and Technology 科學及科技
- ☐ Telecommunications 電訊

Others 其他 (Please specify 請列明 : _____)

3. Please select the THREE most important factors and rank them from "1" to "3", with "1" as the most important.
請選擇 3 個最重要因素並以 1 至 3 排列，以 1 為最重要。

- ☐ Good reputation of the institution 機構有良好聲譽
- ☐ A variety of courses to choose 有多種課程可供選擇
- ☐ High academic quality of the courses 課程的學術質素高
- ☐ Qualification awarded are widely recognised 學歷被社會廣泛承認
- ☐ Good quality of teaching staff 導師質素高
- ☐ Good teaching and learning facilities 教學設備完善
- ☐ Convenient locations of learning centres 上課地點方便
- ☐ Reasonable course fees 學費合理
- ☐ Others 其他 (Please specify 請列明 : _____)

4. How did you learn about LIFE's programme information? 閣下從何處獲悉本學院課程資料？(You can choose MORE THAN ONE 可作多項選擇)

- ☐ Institute's Website 學院網頁
- ☐ Programme Prospectus 課程簡介
- ☐ Exhibition 展覽
- ☐ Mobile Advertisement 手機廣告
- ☐ MTR Advertisement 港鐵廣告
- ☐ Bus Advertisement 巴士廣告
- ☐ Referrals 學校/親友推介
- ☐ Others 其他 (Please specify 請列明 : _____)

Newspaper Advertisement 報章廣告

- ☐ Apple Daily 蘋果日報
- ☐ Ming Pao 明報
- ☐ Sing Tao Daily 星島日報
- ☐ Headline Daily 頭條日報
- ☐ am730
- ☐ Metro Daily 都市日報
- ☐ Jiu Jik 招職
- ☐ Others 其他 (Please specify 請列明 : _____)

Internet Advertisement 互聯網廣告

- ☐ Next Digital 壹傳媒
- ☐ Yahoo 雅虎
- ☐ Facebook
- ☐ Forum 討論區
- ☐ Others 其他 (Please specify 請列明 : _____)

5. What are your area(s) of interest? 閣下感興趣的課程範疇? (You can choose MORE THAN ONE 可作多項選擇)

- ☐ Accounting and Finance 會計、財務
- ☐ Architecture, Housing and Built Environment 建築、房屋及建造環境
- ☐ Art, Design and Performing Arts 美術、設計及表演藝術
- ☐ Business and Management 工商管理
- ☐ Chinese Medicine 中醫藥
- ☐ Hospitality and Tourism Management 款客及旅遊業管理
- ☐ Information Technology and Library Science 資訊科技及圖書館科學
- ☐ Languages and Humanities 語言及文史哲
- ☐ Law 法律
- ☐ Life, Health Care and General Sciences 生命、健康護理及普及科學
- ☐ Marketing and Communications 市場推廣及傳訊
- ☐ Social Sciences 社會科學
- ☐ Sport, Exercise and Recreation Management 康樂及體育管理
- ☐ Others 其他 (Please specify 請註明 : _____)

6. Are you going to pay the fee of the course you have applied for in full by yourself? 學費是否由你全數支付？

☐ Yes 是 ☐ No, I shall pay _____ % of the course fee by myself. 否，我只支付全數學費的百分之 _____。

7. Monthly personal income 個人每月收入：

- ☐ $0 - $9,999
- ☐ $10,000 - $14,999
- ☐ $15,000 - $19,999
- ☐ $20,000 - $29,999
- ☐ $30,000 - $39,999
- ☐ $40,000 - $49,999
- ☐ $50,000 or above 或以上

6. Notes for Application 申請須知

(For the latest updates, please visit our website life.ln.edu.hk/llp. 最後更新版本請參閱本學院網頁 life.ln.edu.hk/llp。)

Admission Requirements 入學要求

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 courses for details.

Enrolment Procedures 報名程序

填妥的報名表格必須連同所有有關資料副本 (如有註明) 及支票 / 銀行本票，郵寄 (請在信封面註明「報名表格」) 或於辦公時間內交回教育中心。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及上課證予申請人，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收據及上課證，請致電報名組 2616 7255 或聯絡個別課程組查詢。若要求額外的收據或上課證，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手冊上之指定時間、日期和地點上課。如網上版本與課程手冊版本有任何不符之處，應以網上版本為準。本學院將不會發出取錄通知書給「短期課程」的申請人。

Please complete the enrolment form and send copies of supporting documents (if specified) and cheque / bank draft to one of the Education Centres in person or by mail (please mark "Enrolment Form" on the envelope). 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. The School will not be responsible for any loss of Receipt dispatched by regular mail. If you do not receive the above item four calendar days prior to course commencement date (or during a class meeting as early as possible for late enrolment), please check with us at Tel: 2616 7255 or with the respective programme team. An administrative fee of HK$25 will be charged on every request for an additional copy of the Receipt or Attendance Permit. Unless otherwise notified, applicants are expected to be present for class at the time and place indicated in LIFE website or the Prospectus. In the event of any inconsistency between the online version and the Prospectus version, the online version shall prevail. For General Courses, no separate letter of acceptance will be issued.

Payment Method 繳費辦法

支票 / 銀行本票

支票 / 銀行本票，請以「嶺南大學」名義抬頭，並加橫線，連同報名表格一併遞交。本學院恕不接受期票。如報讀超過一個課程，請分別填寫報名表格及開列支票 / 銀行本票，並在支票 / 銀行本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，本學院將退回支票 / 銀行本票。如支票不能兌現，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。

Cheque / Bank Draft

Crossed cheque / bank draft should be made payable to "Lingnan University" and returned together with your enrolment form. Post-dated cheque will not be accepted. Applicants who enrol for more than one course should issue a separate cheque / bank draft for each course. Please write the applicant's name, HKID card no. and course code on the back of each cheque / bank draft. Cheque / bank draft will be returned if courses enrolled are full or cancelled. 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.

Refund 退款

除非因課程額滿或取消，否則已繳之學費恕不退還。退款將會轉入申請人之銀行戶口。

Fees paid are not refundable unless the enrolled course is full or cancelled. The refund will be transferred to the bank account of the applicant concerned.

Course Changes 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。

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.

Applicants with Special Learning Needs 需要特殊學習安排之申請人

如申請人需要特殊學習安排，請於開課前與本學院聯絡。申請人所提供的資料，本學院只用作進一步了解學生的需要及處理有關事宜，以提供適當的安排及照顧。

Applicants requiring special assistance are advised to contact LIFE before course commencement. The information you provided is used by LIFE only for the purposes of better understanding your needs and processing any suitable arrangement and care if necessary.

Education Centres 教學中心	**New Academic Block, Lingnan University 嶺南大學新教學大樓**	**Tsuen Wan Optimall Education Centre 荃灣百悅坊教育中心**
Address 地址	Room 301, 3/F, New Academic Block, Lingnan University, Tuen Mun, N.T. (Siu Hong MTR Station Exit F) 新界屯門嶺南大學新教學大樓 3 樓 301 室 (港鐵西鐵綫兆康站 F 出口)	5/F - 7/F, Optimall, 118 Chuen Lung Street, Tsuen Wan, N.T. (Tsuen Wan West MTR Station Exit E) 新界荃灣川龍街 118 號荃灣百悅坊 5 至 7 樓 (港鐵西鐵綫荃灣西站 E 出口)
Tel 電話	2616 7255	2882 4051
Fax 傳真	2460 2049	2568 3685
Office Hours 辦公時間	Mon - Fri : 9:00am - 1:00pm, 2:00pm - 5:30pm Saturday / Sunday / Public Holiday : Close 星期一至五: 上午九時至下午一時，下午二時至五時半 星期六，星期日及公眾假期: 休息	Monday - Friday : 9:00am - 10:00pm Saturday : 9:30am - 5:30pm Sunday / Public Holiday : Close 星期一至五: 上午九時至晚上十時 星期六: 上午九時三十分至下午五時三十分 星期日及公眾假期: 休息