



請於填寫本報名表格前細閱背頁之申請須知 Please read the "Notes for Application" overleaf carefully before completing this form  
每個報讀的課程須分別填寫報名表格 Please use separate enrolment form for each course to be enrolled  
此表格可自行影印以用作申請其他課程 This form can be photocopied for the purpose of enrolling in other courses  
請以正楷填寫此表格 Please complete this form in BLOCK LETTERS

由本院填寫 For CUSCS use only				
W	M	B	R	
BAT	TKO	IUH	OC	EOC

報讀課程 Course applied for:

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

**甲部 Part A : 個人資料 Personal Particulars**

中文姓名: \_\_\_\_\_ 稱謂: \_\_\_\_\_  
Name in Chinese: \_\_\_\_\_ Title:  先生 Mr.  小姐 Miss  太太 Mrs.  女士 Ms.  
(必須與香港身份證相同 Must be the same as shown on HKID card)

英文姓名: \_\_\_\_\_  
Name in English: \_\_\_\_\_  
姓氏 Surname 名字 First Name (必須與香港身份證相同 Must be the same as shown on HKID card)

香港身份證/護照號碼: \_\_\_\_\_ 學生/註冊編號(如有): \_\_\_\_\_  
HKID Card/Passport No.: \_\_\_\_\_ Student ID/Registration No. (if any): \_\_\_\_\_  
(用作核實申請人之身份 For verification of the applicant's identity) (只適用於曾報讀本院課程之申請人 Applicable only for those who have enrolled in CUSCS course before)

護照持有人 For Passport Holder:

國籍: \_\_\_\_\_ 簽發國家(如有): \_\_\_\_\_  
Nationality: \_\_\_\_\_ Issuing Country (if any): \_\_\_\_\_

出生日期: 日 \_\_\_\_\_ 月 \_\_\_\_\_ 年 \_\_\_\_\_  
Date of Birth: Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

工作機構: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_

手電/傳呼: \_\_\_\_\_ 住宅電話: \_\_\_\_\_  
Mobile/Pager: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

辦事處電話: \_\_\_\_\_ 辦事處/聯絡傳真: \_\_\_\_\_  
Office Telephone: \_\_\_\_\_ Office/Contact Fax: \_\_\_\_\_

電子郵箱: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

通訊地址: \_\_\_\_\_  
Correspondence Address: \_\_\_\_\_  
室 Room/Flat 樓 Floor 座, 大廈 Block, Building

屋苑, 街道 Estate, Street/Road 地區 District  香港 HK  九龍 Kln  新界 NT  離島 Islands

緊急事故聯絡人: \_\_\_\_\_ 姓名 \_\_\_\_\_ 關係 \_\_\_\_\_ 電話號碼 \_\_\_\_\_  
Emergency Contact Person: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone No. \_\_\_\_\_

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。The School offers equal opportunities to all applicants with or without disabilities. Applicants requiring special assistance are encouraged to indicate on this form. The School 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, 請註明 Please specify: \_\_\_\_\_

**優惠計劃**

選擇之優惠計劃於報名後將不能更改。

- 本人使用存有之積分(如有)報讀此課程。
- 年滿五十歲之人士報讀附有  $\frac{50}{50}$  之課程, 八折學費優惠。
- 中大及中大專業進修學院的全職職員及校友(短期課程畢業生除外), 短期課程八折學費優惠。
- 多倫多大學校友優惠計劃。

注意: 所有優惠均不適用於持續進修基金可獲發還款項及此等課程之組成單元。優惠受條件限制, 亦不能同時使用。詳情請參閱課程手冊。

**Privilege Schemes**

The choice of Privilege Schemes cannot be changed after the enrolment form is submitted.

- I would use CATS available (if any) to enrol for this course.
- 20% discount to all senior citizens at the age of 50 or above on courses with the  $\frac{50}{50}$  icon.
- 20% discount to all CUHK / CUSCS full-time staff and alumni (except graduates of General Courses) on General Courses.
- Benefit Scheme for University of Toronto Alumni.

Important: All privileges cannot be used with other privileges and not applicable to CEF reimbursable courses and their component modules. Conditions apply. Please refer to CUSCS Prospectus for details.

**乙部 Part B : 繳費辦法 Payment Methods (請於填寫本部分前參閱背頁之「申請須知」 please read the "Notes for Application" overleaf before completing this part)**

支票/銀行本票號碼 Cheque/Bank Draft No.: \_\_\_\_\_

易辦事 EPS

香港中文大學專業進修學院信用卡 School of Continuing and Professional Studies CUHK Credit Card:

全數繳付 Full payment /  分期付款 By instalment (須親臨報名中心辦理分期付款 Payment by instalments should be made in person at Enrolment Centres)

信用卡 Credit Card:  Visa/  Master

現金 申請人可於任何一間恒生銀行(不包括港鐵站內之恒生銀行)以現金繳費, 報名中心恕不接受任何現金繳費。  
Cash Cash payment is not accepted at Enrolment Centres but can be made via Hang Seng Bank (excluding Hang Seng Bank at MTR station).

選用信用卡之申請人請填寫以下部分 Applicants making payment by credit card please complete the part below

信用卡號碼 \_\_\_\_\_ 發卡銀行 \_\_\_\_\_  
Card No. \_\_\_\_\_ Card Issuing Bank \_\_\_\_\_

持卡人姓名 Card Holder's Name \_\_\_\_\_ 有效日期(月/年) Expiry Date (mm/yy) \_\_\_\_\_ / \_\_\_\_\_  
(有效期須半年或以上 Valid for at least six months)

本人授權中大專業進修學院於上述信用卡支取學費港幣

I hereby authorise CUSCS to charge the credit card above for a tuition fee of HK\$ \_\_\_\_\_  
(必須填寫 must fill in)

持卡人簽名 Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

## 丙部 Part C : 聲明 Declaration

### 個人資料收集聲明 Personal Data Collection Statement

1. 此報名表格內所提供的個人資料將供本院職員處理報名及學生事務之用。如入學申請不被接納，本院將銷毀一切有關的個人資料。  
The personal data provided in this form will be used by the School for purposes related to the processing of enrolment and student administration. Personal data of unsuccessful candidates will be destroyed.
  2. 此報名表格內所提供的個人資料將供本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、募捐活動及其他與校友事務有關之活動。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大學以外的其他機構作上述用途。  
The personal data provided in this form will be used by the School for delivering information including any events and functions to be held, courses to be organised, discount, benefit and service offers, solicitation of donations and other alumni affairs related activities. 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.
  3. 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，請於本院網頁下載及填妥「學員個人資料更改通知書」後交回本院。  
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 the School by using Amendment Form for Student Personal Data which can be downloaded from our 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，或隨時透過本院網頁選擇停止接收本院資訊。  
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

1. 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，並授權香港中文大學向有關機構索取有關本人之考試及就讀資料(如需要)。  
I declare that the information provided in this form and the attached documents is accurate and complete. I authorise The Chinese University of Hong Kong to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
2. 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。  
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.
3. 本人如獲取錄入學，本人當遵守大學的規則。  
I consent that if admitted, I will comply with all the Rules and Regulations stipulated by the University.
4. 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 have noted, understood and agreed to the contents of the Personal Data Collection Statement and Notes for Application.

簽名  
Signature: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

## 丁部 Part D: 問卷調查 Survey

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

中學 Secondary       專上 Post-Secondary       大學 University       研究院或以上 Postgraduate or above

其他，請註明：  
Others, please specify : \_\_\_\_\_

2. 職業  
Current Occupation:

自僱人士 Self-employed persons       行政人員 Executives       專業人士 Professionals

營業員及服務業人員 Sales and services persons       技術人員 Technicians       文員 Clericals

學生 Students       退休人士 Retired persons       主婦 Housewives

其他，請註明：  
Others, please specify : \_\_\_\_\_

3. 你從何種途徑取得本院課程資料? (可作多項選擇)

How did you learn about CUSCS course information? (You may choose more than one option)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 課程手冊 Programme Prospectus<br>(請答第4題 Please go to Q.4) | <input type="checkbox"/> 報章廣告 Newspaper Advertisement    | <input type="checkbox"/> 互聯網廣告 Internet Advertisement    |
| <input type="checkbox"/> 學院網頁 School Website                                   | <input type="checkbox"/> 蘋果日報 Apple Daily                | <input type="checkbox"/> 壹蘋果網絡 Atnext.com                |
| <input type="checkbox"/> 學院手機應用程式 CUSCS Mobile App                             | <input type="checkbox"/> 東方日報 Oriental Daily             | <input type="checkbox"/> 雅虎 Yahoo.com.hk                 |
| <input type="checkbox"/> 親友推介 Referrals  | <input type="checkbox"/> 頭條日報 Headline Daily             | <input type="checkbox"/> JobsDB.com                      |
| <input type="checkbox"/> 港鐵燈箱廣告 MTR Lightbox                                   | <input type="checkbox"/> 都市日報 Metro Daily                | <input type="checkbox"/> Facebook                        |
| <input type="checkbox"/> 手機廣告 Mobile Advertisement                             | <input type="checkbox"/> 明報 Ming Pao                     | <input type="checkbox"/> 其他, 請註明 Others, please specify: |
| <input type="checkbox"/> 其他, 請註明 Others, please specify:                       | <input type="checkbox"/> am730                           | _____  |
|  | <input type="checkbox"/> 其他, 請註明 Others, please specify: |  |

4. 你如何取得本院課程手冊?

How did you get the CUSCS Prospectus?

- |  |  |
|--|--|
| <input type="checkbox"/> 親臨索取 In Person                                      | <input type="checkbox"/> 郵寄索取 By Mail                          |
| <input type="checkbox"/> 展覽/講座 Exhibition/Seminar                            | <input type="checkbox"/> 7-11便利店 7-11 Convenient Store         |
| <input type="checkbox"/> 銀行 Bank   | <input type="checkbox"/> 書局/圖書館 Bookstore/Library              |
| <input type="checkbox"/> 政府部門/公營機構 Government Department/Public Organisation | <input type="checkbox"/> 其他, 請註明 Others, please specify: _____ |

5. 你感興趣的課程範疇(可作多項選擇)

Areas of your interests (You may choose more than one option)

- |   |  |
|---|--|
| <input type="checkbox"/> 藝術及設計 Art and Design                               | <input type="checkbox"/> 資訊科技及管理 Information Technology and Management                   |
| <input type="checkbox"/> 人文學科 The Humanities                                | <input type="checkbox"/> 法律 Law  |
| <input type="checkbox"/> 創意媒體 Creative Media                                | <input type="checkbox"/> 社會科學 Social Sciences  |
| <input type="checkbox"/> 音樂 Music   | <input type="checkbox"/> 紀律部隊及保安管理 Disciplinary Forces and Security Management           |
| <input type="checkbox"/> 商業及管理 Business and Management                      | <input type="checkbox"/> 圖書館管理 Library Management  |
| <input type="checkbox"/> 會計及財務 Accounting and Finance                       | <input type="checkbox"/> 康樂體育及會議展覽管理 Recreation, Sports, Exhibition and Event Management |
| <input type="checkbox"/> 環境管理及食物安全 Environmental and Food Safety Management | <input type="checkbox"/> 款待及旅遊管理 Hospitality and Tourism Management                      |
| <input type="checkbox"/> 醫療保健 Health Care                                   | <input type="checkbox"/> 應用科學 Applied Sciences   |
| <input type="checkbox"/> 中文/普通話 Chinese/Putonghua                           | <input type="checkbox"/> 物流業 Logistics   |
| <input type="checkbox"/> 英語 English   | <input type="checkbox"/> 輔導學 Counseling  |
| <input type="checkbox"/> 日語 Japanese  | <input type="checkbox"/> 家長教育 Parenting  |
| <input type="checkbox"/> 韓語 Korean  | <input type="checkbox"/> 遙距及網上自學課程 Distance Learning and e-Learning                      |
| <input type="checkbox"/> 歐洲語言 European Languages                            | <input type="checkbox"/> 其他, 請註明 Others, please specify: _____                           |
| <input type="checkbox"/> 翻譯 Translation                                     |  |

報名中心及總辦事處 Enrolment Centres & Head Office

尖沙咀安年報名中心 Tsimshatsui Oriental Enrolment Centre	尖沙咀東海報名中心 Tsimshatsui East Ocean Enrolment Centre	中環報名中心 Central Enrolment Centre	將軍澳報名中心 Tseung Kwan O Enrolment Centre	沙田總辦事處 Shatin Head Office
尖沙咀漆咸道南67號 安年大廈13樓 星期一至五: 上午8時30分至下午8時 星期六: 上午8時30分至下午6時 星期日及公眾假期休息 電話號碼: 2209-0290 傳真號碼: 2367-2593	尖沙咀加連威老道98號 東海商業中心地庫1樓01室 星期一至五: 上午8時30分至下午7時 星期六: 上午8時30分至下午5時 星期日及公眾假期休息 電話號碼: 2209-0290 / 3943-4888 傳真號碼: 2367-0273	中環夏慤道12號 美國銀行中心1樓A 星期一至五: 上午8時30分至下午8時 星期六: 上午8時30分至下午5時 星期日及公眾假期休息 電話號碼: 2209-0290 傳真號碼: 3110-0611	將軍澳翠林邨 星期一至五: 上午8時30分至下午7時 星期六: 上午8時30分至中午12時 下午1時至下午4時30分 星期日及公眾假期休息 電話號碼: 2209-0290 / 3943-9103 傳真號碼: 2770-6376	沙田香港中文大學博文苑 星期一至四: 上午9時至下午5時45分 星期五: 上午9時至下午6時 星期六、日及公眾假期休息 電話號碼: 2209-0299 (語音系統 MRS) 傳真號碼: 2603-6565
13/F, Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui Monday to Friday: 8:30am - 8pm Saturday: 8:30am - 6pm Closed on Sundays and Public Holidays Tel: 2209-0290 Fax: 2367-2593	Unit 01, Basement 1, East Ocean Centre, 98 Granville Road, Tsim Sha Tsui Monday to Friday: 8:30am - 7pm Saturday: 8:30am - 5pm Closed on Sundays and Public Holidays Tel: 2209-0290/3943-4888 Fax: 2367-0273	Unit A, 1/F, Bank of America Tower, 12 Harcourt Road, Central Monday to Friday: 8:30am - 8pm Saturday: 8:30am - 5pm Closed on Sundays and Public Holidays Tel: 2209-0290 Fax: 3110-0611	Tsui Lam Estate, Tseung Kwan O Monday to Friday: 8:30am - 7pm Saturday: 8:30am - 12noon 1pm - 4:30pm Closed on Sundays and Public Holidays Tel: 2209-0290/3943-9103 Fax: 2770-6376	Inter-University Hall, The Chinese University of Hong Kong, Shatin Monday to Thursday: 9am - 5:45pm Friday: 9am - 6pm Closed on Saturdays, Sundays and Public Holidays Tel: 2209-0299 (Interactive Voice Response) Fax: 2603-6565

**申請須知** (詳細內容請參閱本院課程手冊。最後更新版本請參閱本院網頁: [cuscs.hk](http://cuscs.hk)。)

## 入學要求

### (i) 短期課程

凡年滿16歲並持有有效之香港永久性居民身份證、或持有由香港特區政府入境事務處所簽發的學生簽證或有效證件來港就讀的人士，不論學歷(除註明外)，皆可報名修讀。

### (ii) 遙距課程及網上自學課程

凡年滿16歲人士，不論學歷(除註明外)，皆可報名修讀。

## 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/銀行收據(如適用)，郵寄(請在信封面註明「報名表格」)或於辦公時間內交回報名中心或總辦事處。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2209-0290或聯絡個別學部查詢。若要求額外的收據或上課證，每張將收取行政費用HK\$50。除特別通知外，申請人須依照本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。本院將不會發出錄取名通知書給「短期課程」的申請人。

## 繳費辦法

### (i) 支票/銀行本票

如用支票/銀行本票，請以「香港中文大學」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，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，本院將退回支票/銀行本票。為免因銀行結算而導致進一步延誤，如開課日期將至(例如少於三個工作天)，本院不建議申請人使用支票繳交費用。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。

### (ii) 現金

申請人可於任何一間恒生銀行(不包括港鐵站內之恒生銀行)以現金繳費，報名中心恕不接受任何現金繳費。本院之銀行入數紙可於報名中心、總辦事處或恒生銀行索取。本院銀行入數紙副本(SCS Copy)須於繳付學費後連同報名表格一併交回或郵寄至報名中心或總辦事處。

### (iii) 易辦事

本院報名中心設有「易辦事」的繳費服務。

### (iv) Visa/萬事達卡

本院報名中心設有Visa/萬事達卡的繳費服務。請於報名表格上清楚填寫信用卡持有人姓名、信用卡編號、發卡銀行及有效日期。如信用卡繳費未能入賬，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。

### (v) 香港中文大學專業進修學院信用卡

持卡人凡於本院修讀任何課程，而該課程\*的學費達HK\$2,000或以上，可享六個月或十二個月免息分期付款優惠。如免息分期金額達HK\$5,000或以上，申請人需繳付手續費以享免息分期付款優惠。

\*若課程由超過一個單元組成，則個別單元的學費必須達HK\$2,000或以上，申請人才可享用免息分期付款優惠。

## 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。如申請人在遞交「課程額滿/取消通知書」後四至五星期仍未收到退款，請致電 2209-0290 與報名組聯絡。

## 課程轉修

於課程額滿或取消的情況下，申請人可獲安排轉修另一課程。在其他任何情況下，申請人必須得到本院同意及以支票/銀行本票或信用卡繳交行政費HK\$100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，學員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。

## 需要特殊學習安排之申請人

如申請人需要特殊學習安排，請於開課前與報名組或個別學部聯絡。申請人所提供的資料，本院只用作進一步了解學生的需要及處理有關事宜，以提供適當的安排及照顧。

## 進修積分計劃

為鼓勵持續進修，香港中文大學專業進修學院推出「進修積分計劃」(以下簡稱「計劃」)。在「計劃」下，報讀本院課程的學員均可賺取積分，有關積分將可回贈於報讀下一個課程，以繳付部分學費。詳情請參閱「課程手冊」、瀏覽本院網頁或向本院職員查詢。

- 「計劃」旨在鼓勵學員報讀由本院提供的兼讀制短期課程及學歷/專業課程。
- 所有積分學費回贈不適用於報讀全日制課程、企業培訓課程及本院與本地機構、海外及國內大學合辦之課程。
- 根據勞工及福利局的指引，本「計劃」被視為一種折扣優惠，未能符合持續進修基金的規定。故由2010年8月1日起，已累積的積分將不適用於所有持續進修基金可獲發還款項課程(包括全個課程/課程當中個別單元已被列入持續進修基金可獲發還款項課程)。

## Notes for Application

(For details, please refer to CUSCS Prospectus. For the latest updates, please visit our website: [cuscs.hk](http://cuscs.hk))

## Admission Requirements

### (i) General Courses

Anyone aged 16 or above with a valid Hong Kong Permanent Identity Card/Hong Kong Student Visa is eligible for enrolment. Except otherwise specified, no formal education qualification is required.

### (ii) Distance Learning and e-Learning Courses

Anyone aged 16 or above is eligible for enrolment. Except otherwise specified, no formal education qualification is required.

## Enrolment Procedures

Please complete the enrolment form and send copies of supporting documents (if specified) and cheque/bank draft/bank receipt (if any) to one of the Enrolment Centres or Head Office 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 and Attendance Permit will normally be issued before course commencement. The School will not be responsible for any loss of Receipt and Attendance Permit dispatched by regular mail. If you do not receive the above items four calendar days prior to course commencement date (or during a class meeting as early as possible for late enrolment), please check with the Enrolment Team at Tel: 2209-0290 or the respective Academic Division. There is an administrative fee of HK\$50 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 School 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 Methods

### (i) Cheque/Bank Draft

Crossed cheque/bank draft should be made payable to "The Chinese University of Hong Kong" 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 you are making payment very close to course commencement (say less than three working days), you are advised against using cheque in view of further delay arising from bank clearance. 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 School. Failure to do so will result in cancellation of enrolment or suspension from taking subsequent classes.

### (ii) Cash

Cash payment is not accepted at Enrolment Centres and can be made via Hang Seng Bank (excluding Hang Seng Bank at MTR Station). CUSCS bank slip is obtainable from Enrolment Centres, Head Office or Hang Seng Bank. "SCS copy" of the bank slip should be returned together with enrolment form to Enrolment Centres or Head Office in person or by mail.

### (iii) EPS

EPS payment can be made at Enrolment Centres.

### (iv) Visa/Master Card

Visa/Master Card payment can be made at Enrolment Centres. Card holder's name, card number, card issuing bank and expiry date should be completed clearly in enrolment form. If the card payment 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 School. Failure to do so will result in cancellation of enrolment or suspension from taking subsequent classes.

### (v) School of Continuing and Professional Studies CUHK Credit Card

Cardholders can enjoy a 6-month or 12-month interest-free instalment plan privilege on tuition fees upon enrolment of any of our courses\* at a cost of HK\$2,000 or above. For instalment amount of HK\$5,000 or above, applicants are required to pay a handling fee for the interest-free instalment plan.

\* If the programme consists of more than one module, applicants may enjoy the interest-free instalment plan only when the tuition fee of each individual module costs HK\$2,000 or above.

## Refund

Fees paid are not refundable unless the enrolled course is full or cancelled. The School will transfer the refund to the bank account of the applicant concerned. If you do not get the refund four to five weeks after returning the "Notification of Course Over-subscription/Cancellation", please check with the Enrolment Team at Tel: 2209-0290.

## Course Transfer

Transfer to another course could be arranged 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 the School and with an administrative fee of HK\$100 settled by cheque, bank draft or credit card. The application must be made no less than one week before commencement date of the enrolled course. Late application will not be considered. Fees paid and the related studentship cannot be transferred from one person to another.

## Course Changes

CUSCS 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

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

## CUSCS Cash Unit Scheme (CATS)

To encourage students pursuing continuing studies, the School has introduced an incentive scheme - "CUSCS Cash Unit Scheme (CATS)". Under this scheme, students enrolled on our courses will be granted cash units which they can use to partially pay their tuition fees of future enrolments. Please refer to CUSCS prospectus and website or contact our staff for details.

- CATS is designed to encourage students to take part-time general courses and award-bearing programmes solely offered by the School.
- The cash units cannot be rebated in the enrolment of full-time programmes, corporate training programmes or programmes jointly offered by the School in collaboration with local organisations, overseas and Mainland universities.
- As advised by the Labour and Welfare Bureau, the Scheme (CATS) is regarded as offering a discount and as such is not permitted under the Continuing Education Fund rules. With effect from 1 August 2010, cash units cannot be used in all CEF reimbursable courses (including the whole programme or individual modules of a programme listed as CEF reimbursable courses).