

3. 學歷 / 專業資格 / 工作經驗 Qualifications & Working Experience

A. 學歷 Academic Qualifications

曾/現就讀院校 Institutions Attended/Attending	所得資格 Qualifications Obtained	頒發年份 Year of Award

B. 專業資格 Professional Qualifications

頒發機構 Awarding Institution	專業名銜 Professional Title of Award	頒發年份 Year of Award

C. 最高學歷程度 Highest education level achieved (請 Please ✓)

- 小學或以下程度 Primary or below 非學位文憑/證書 Sub-degree 碩士 Master's Degree
 初中 Lower Secondary 副學士 Associate Degree 博士 Doctoral Degree
 中學會考 5 科合格或同等程度 (包括英國語文 (試卷乙) 或中國語文) 學士學位 Bachelor's Degree
5 passes in HKCEE or equivalent (including English Language (Syllabus B) or Chinese Language)
 中六、中七或同等程度 Form 6, Form 7 or equivalent 深造文憑/證書 Postgraduate Diploma/Certificate

D. 工作經驗 Working Experience

由 From 月 M / 年 Y	至 To 月 M / 年 Y	全職 Full Time/ 兼職 Part Time	機構名稱 Name of Organization	職位 Position
/	/			
/	/			
/	/			
/	/			

E. 其他相關資料 Other Relevant Information (如有需要請另紙書寫 please use a separate sheet if necessary)

你會否修讀本會課程?

Have you enrolled in any courses at the Produce Green Foundation before?

是 / 否

Yes / No

如有, 請填寫你會修讀的課程名稱及日期

If yes, please state the course(s) name & date _____

4. 聲明 Declaration

本人授權綠田園基金使用本申請表內有關的個人資料, 作處理申請入學之用。本人明白, 若獲取錄, 本人的資料將會轉為學生紀錄, 並會用於有關的教學事宜上。I authorize Produce Green Foundation to use my personal data for processing my application for admission and for transferring to the student record system when I am offered a place of study. I understand that the information will be used in activities in support of my study at the Foundation.

本人謹此聲明, 此表格內所填報各事項, 均屬真實無訛。如有任何虛報或誤導資料, 則本人的申請及註冊資格均會被取消。所有已繳費用將不獲退還。I declare that all particulars given in this form are true and correct of the best of my knowledge and understand that provision of any false and misleading information will lead to disqualification of my application for admission and registration in the Foundation. Any fees paid will not be refunded.

Signature 簽署 _____

Date 日期 _____

申請人須知

填寫申請表注意事項

1. 請用正楷填寫。
2. 請填寫報名表內所有部分。
3. 非本地申請人——若你擁有香港居留權，或你/你的直系親屬（父母/配偶）於申請入學前 3 年內持續在香港居留，你便是本地申請人；否則，請在適當方格填上「Y」。非本地申請人必須取得學生簽證，方可來港修讀課程，詳情可向香港特區政府入境事務處查詢（電話：2824-6111）。
4. 請確保申請表內所填資料均清楚、正確。資料不全的申請表恕不受理。
5. 請在申請表上簽署，然後才寄出或交回申請表。

交回申請表及有關文件

6. 請將填妥的申請表及有關文件郵寄或傳真至綠田園基金辦事處，地址為新界粉嶺鶴藪村 18 號。
7. 交回的申請文件應包括：
 - 填妥的申請表
 - 有關的證明文件，如會考成績副本、畢業證書、公司信等
 - 劃線支票或銀行轉賬存根，或以繳費靈或信用卡繳付學費（支票或存根背面請寫上姓名及課程名稱）
 - 一張 1 吋 x 1.5 吋的近照

截止報名日期

8. 除特別註明外，課程一般於開課前 1 星期截止報名。

通知申請結果

9. 成功申請者大約在開課前約 1 星期內會收到本會的入學通知。
10. 申請若不被接納，申請人將收到本會的通知。學費亦會退還。
(若於開課前 1 星期尚未收到任何通知，請與本會聯絡)

學費退還

11. 如課程申請不被本會接納，或課程額滿、取消，或本會關閉，學員將可獲退還全部費用。
12. 如課程半途因事取消，學員可於一個月內獲按比例退還學費。
13. 如學員因課程更改日期、時間而未能上課，可申請按比例退還學費，費用將於申請後一個月內退還。
14. 如課程因實際情況未能按課程單張所示內容進行，而學員不接納有關修訂，可申請按比例退還學費，費用將於申請後一個月內退還。
15. 有關持續進修基金課程的詳細學費退還政策，可直接與持續進修基金聯絡。持續進修基金 24 小時熱線：3142 2277。
16. 除以上情況，所有已繳學費恕不退還。學費及學額亦不可轉讓他人。
17. 本會將盡快以支票及一般郵寄方式退還學費。

進修證明書

18. 學生在完成課程及經評審後，成績及出席率達到要求，將獲發證明書乙張。

申請資料的用途

19. 本申請表內有關的個人資料將僅供本會或有關獲授權機構作處理申請入學事宜之用。
20. 如入學申請不被接納，本會將銷毀一切有關的個人資料。
21. 成功申請者的個人資料將會存入學生檔案，並由本會或有關獲授權機構處理。
22. 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。申請人如須查閱或更改其個人資料，請以書面通知本會辦事處。

查詢

23. 綠田園基金辦事處：
地址：新界粉嶺鶴藪村 18 號
電話：2674 1190
傳真：2674 8077
電郵：info@producegreen.org.hk
辦公時間：星期一至日上午 8 時 至 下午 5 時

註：

本會保留取消課程（如天氣情況不穩）及按需要隨時更改原定課程細則（如上課時間、地點、導師等）的權利。

Guide for Applicants

Instructions on completing the application form

1. Please complete the form in block letters.
2. Please complete all part of the application form in full.
3. Non-local applicants – if you or your immediate families (parents/spouse) have continuously resided in Hong Kong for three years immediately preceding the date of application or you have the right of abode, you are classified as a local applicant; otherwise, applicants are required to enter "Y" in the appropriate box and must obtain a student visa before coming to Hong Kong to pursue studies. For details please contact the Immigration Department of the HKSAR Government (Tel: 2824-6111).
4. Please complete the application form clearly and accurately. Incomplete application forms will not be processed.
5. Please sign the application form before submitting your application.

Submission of application

6. Please submit your application by fax or by post to the office of the Produce Green Foundation at 18 Hok Tau Village, Fanling, N.T., Hong Kong
7. An application should include the followings:
 - a duly completed application form
 - supporting documents, e.g. a photocopy of HKCEE certificate, transcripts of study, company letter and etc.
 - a crossed cheque or bank transfer slip, or paid by PPS or credit card for the required course fees
 - **(Kindly please write your name and the course name at the back of the cheque or slip.)**
 - a recent photo (size: 1" x 1.5")

Closing date for application

8. Unless otherwise specified, the closing date for applying a course is normally one weeks before the commencement date of the course.

Notification of application results

9. Successful applicants will receive a notification confirming their enrolment about one week before course commencement date.
10. Unsuccessful applicants will be notified. Course fees will be returned.
(Please contact us if you do not receive any notification one week before the course commencement date)

Fee refund policies

11. In case that the application is not accepted by the PGF, or in case of course cancellation, class full, or closure of the PGF, course fees will be refunded in full.
12. For cessation of the course after its commencement, course fee will be refunded on a pro-rata basis within one month.
13. If a participant is unable to attend certain class(es) due to the alternation of date and time, course fee refund is applicable on a pro-rata basis. Refund will be made within one month after the request.
14. If the course cannot be operated according to the arrangement specified, and the participants decline to accept the revised arrangement, course fee refund is applicable on a pro-rata basis. Refund will be made within one month after the request.
15. For detail policy, please contact CEF directly. CEF 24-hour manned enquiry hotline: 3142 2277.
16. Other than the above situation, course fees are not refundable. Fees paid and places allocated on course are not transferable after application.
17. Course fees will be returned to participants by cheque via ordinary mail as soon as possible..

Cerification

18. A certificate will be issued to students who have satisfied all the prescribed requirements for completion.

Use of information

19. Personal data provided as part of an application for admission will, during the admission process, be used solely for the purpose of admission, and in this connection the data will be handled by the Produce Green Foundation and other relevant institutions authorised to receive it.
20. Application papers of unsuccessful candidates will be destroyed after the admission process has been completed.
21. Application papers of successful candidates will become part of the student file and the data will thereafter be handled by the Produce Green Foundation and other relevant institutions authorised to receive it.
22. Under the provisions the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to the office of the Produce Green Foundation.

Enquiry

23. All enquiries should be directed to Produce Green Foundation:
Add: 18 Hok Tau Village, Fanling, N.T. Hong Kong
Tel: 2674 1190
Fax: 2674 8077
E-mail: info@producegreen.org.hk
Office hours: Mondays to Sundays 8:00a.m. ~ 5:00p.m

Note:

The Course Director reserves the rights to cancel any course (such as under bad weather conditions), and to make any necessary changes to the course schedule (i.e. time, venue, tutors and etc.).