

表格編號
Form No.



綠田園基金
PRODUCE GREEN FOUNDATION

網頁: <http://www.producegreen.org.hk> 香港新界粉嶺鶴藪村18號
電話: 2674 1190 傳真: 2674 8077 電郵: info@producegreen.org.hk
註冊非牟利慈善團體

課程報名表 Enrolment Form for Course

(適用於非持續進修基金課程 For Non CEF listed Courses)

填寫本表格前請細閱後頁「注意事項」, 並請以正楷填寫本表格

Please read NOTES on the other page before completing this form and please complete the form in BLOCK LETTERS

課程名稱 Course Title: _____

開課日期 Start Date: _____

1. 個人資料 Personal Particulars

學員姓名 Name of Participant (如香港身份證或護照所示 as shown on HK ID Card or Passport)

英文姓名 Name in English

中文姓名 Name in Chinese

年齡組別 Age Group: 18 歲或以下 18 or below

18 歲或以上 18 or above

稱謂 Title 先生 Mr. 太太 Mrs.
 女士 Ms 小姐 Miss

香港永久居民 Permanent HK Resident 是 Yes
 否 No

中文通訊地址 Correspondence Address in Chinese

住宅電話 Home Tel No. _____ 辦公室電話 Office Tel No. _____

手提電話 Mobile Phone _____ 傳真號碼 Fax No. _____

電郵地址 E-mail Address

緊急聯絡人姓名 Emergency Contact Person _____ 電話 Tel _____

2. 課程費用 Course Fee

學費 Course Fee _____

劃線支票 Crossed cheque: 銀行 Bank _____ 支票號碼 Cheque no. _____
(支票抬頭「綠田園基金」。支票背面請寫上申請人姓名及課程名稱 Payable to "Produce Green Foundation". Please write names of the applicant and the course at the back of the cheque.)

信用卡 Credit Card: Visa Master 有效期至 Expiration Date _____

持卡人姓名 Cardholder's name _____ *CVV 號碼 CVV Code: _____

信用卡號碼 Card No. _____ *CVV 號碼乃卡背簽名欄上右面最後三個號碼 CVV are the last 3 digits of numbers printed in the signature field on the reverse side of the credit card

簽署 Signature _____ 日期 Date _____

由本會填寫 For Official Use

Amt: _____ Receipt No.: _____

Amt: _____ Receipt No.: _____

3. 學歷及工作經驗 Qualifications & Working Experience (可選擇性填寫 Options)

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

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

- 小學或以下程度 Primary or below
- 中學 Secondary
- 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) 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
- 非學位文憑/證書 Sub-degree
- 副學士 Associate Degree
- 學士學位 Bachelor degree
- 深造證書/文憑 Postgraduate Certificate / Diploma
- 碩士學位 Master degree
- 博士學位 Doctoral degree

B. 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
/	/			
/	/			

C. 其他相關資格或經驗 Other Relevant Qualification or Experience (包括義務工作經驗 including volunteer service experience)

你會否修讀本會課程? Have you enrolled in any courses at the Produce Green Foundation before? 是 Yes 否 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 _____

你會否修讀其他機構舉辦的相關課程?

是 Yes 否 No

Have you enrolled in any related courses in other organization before?

如有, 請填寫你會修讀的機構名稱及課程名稱 If yes, please state the organization and course(s) name. _____

4. 聲明 Declaration

- 本人謹此聲明, 此表格內所填報各事項及隨附文件, 依本人所知, 均屬正確, 並無遺漏。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 and the attached documents are, to the best of my knowledge, accurate and complete. I understand that provision of any false or misleading information will lead to disqualification of my application for admission and registration. Any fees paid will not be refunded.
- 本人亦清楚明白有關之課程要求 I also clearly understand that all the course requirements listed in the webpage or other promotional materials
- 本人已細閱、明白並同意下部「注意事項」中的內容。I have noted, understood and agreed the contents of the NOTES below.

簽署 Signature _____

日期 Date _____

5. 注意事項 NOTES

通知申請結果

- 成功申請者在開課前約 1 星期內會收到本會的入學通知。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

- 如課程申請不被本會接納, 或課程額滿、取消, 學員將可獲全部或按比例費用退還。
- 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。
- 本會將盡快以支票及一般郵寄方式退還學費。

申請資料的用途

- 本申請表內的個人資料將作處理申請入學、登記、學術、行政、校友事務、研究、統計、市場分析及課程推廣等用途。有關資料僅由本會或獲授權機構處理。
- 如入學申請不被接納, 本會將銷毀一切有關的個人資料。
- 成功申請者的個人資料將會存入學生檔案, 並由本會或獲授權機構處理。
- 根據個人資料 (私穩) 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。

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。

Notification of application result

- Successful applicants will receive a notification confirming their enrolment about one week before course commencement date. Please contact us if you do not receive any notification one week before the course commencement date.

Fee refund policies

- In case that the application is not accepted by PGF, or in case of class full, course cancellation, course fees will be refunded in full or in pro rata.
- Other than the above situation, course fees are not refundable. Fees paid and places allocated on course are not transferable after application.
- Course fees will be returned to participants by cheque via ordinary mail as soon as possible.

Use of information

- Personal data provided in this form will be used for processing the application for admission, and for registration, academic, administrative, alumni management, research, statistical and marketing purposes. The data will solely be handled by PGF and other relevant institutions authorised to receive it.
- Application papers of unsuccessful candidates will be destroyed after the admission process has been completed.
- Application papers of successful candidates will become part of the student file and the data will thereafter be handled by PGF and other relevant institutions authorised to receive it.
- 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 PGF.

Note:

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