

報名表 Enrollment Form

私隱保障 (Privacy Policy)

本申請表格所有資料均受香港私隱條例保障

The Association is committed to safeguard the confidentiality of your personal information. In the process of collection, storing and using the related information, we pledge to comply with the provisions of the Hong Kong SAR Personal Data (Privacy) Ordinance

課程名稱 Course Name					
個人資料 (請用正楷填寫) Personal Details (in BLOCK letters)					
姓氏 Surname					
	英文 English			中文 Chinese	
名字 First Name					
	英文 English			中文 Chinese	
凡已登記成為會員者，只需填寫姓名、會員號碼、電郵即可 For member, only membership number, name and email address are required		<input type="checkbox"/> 會員 Member	<input type="checkbox"/> 會員號碼 Membership No.		
			<input type="checkbox"/> 忘記 Forgotten		
		<input type="checkbox"/> 非會員 Non-member	電郵地址 Email Address		
性別 Gender	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	出生日期 Date of birth	DD/MM/YYYY		國籍 Nationality
學業情況 Academic Status		在學或獲得的最高學歷 Studying or awarded highest academic qualification			
<input type="checkbox"/> 在學 Studying <input type="checkbox"/> 已畢業 Completed		<input type="checkbox"/> 副學士或以下 (Associate Degree or below)			
		<input type="checkbox"/> 學士 (Bachelor)			
		<input type="checkbox"/> 研究生文憑 (Postgraduate Diploma)			
		<input type="checkbox"/> 碩士 (Master)			
		<input type="checkbox"/> 博士或以上 (Doctoral or above)			
地址 Address					
地區/國家 Region/Country		<input type="checkbox"/> 香港 (Hong Kong) <input type="checkbox"/> 澳門 (Macau) <input type="checkbox"/> 中國 (Mainland) <input type="checkbox"/> 台灣 (Taiwan) <input type="checkbox"/> 其他 (Other) _____		電話號碼 Phone No.	

聲明 (Declaration)

1. 本人聲明在此報名表格及隨附文件所載的資料，依本人所知均屬完整真確。

I declare that all information provided in this enrolment form and the attached documents are, to the best my knowledge, accurate and complete.

2. 本人已細閱並接受報名表內“重要通知”的所有條款及細則。

I have read and accepted all the terms and conditions of the “Important Note” in this enrolment form.

簽名 (Signed by) _____ 日期 (Date) _____

報名程序 (Enrolment Procedures)

請將填妥的申請表郵寄至香港新界沙田火炭山尾街 31-41 號華樂工業中心 A 座 20 字樓 21 室或電郵至 info@lagreach.org，如有查詢，可致電(852) 6882 1555 聯絡我們。

課程的所有費用及/或所需文件必須於相應的期限前提交，如學員對繳費期限有任何疑問，請盡快致電 (852) 6882 1555 或電郵至 info@lagreach.org 查詢。

Students should submit full payment and/or documentation for settlement before the applicable payment deadline. If you have any concerns or questions regarding your payment deadline, please contact us as soon as possible at (852) 6882 1555 or info@lagreach.org。

付款方法 (Payment Method)

1. 申請費用請以支票繳付，支票抬頭請寫“博碩學會有限公司”或 將申請費用轉賬至 **HSBC 561-794405-838**，A cheque for application fee should be made payable to “Literati Academy of the Greater China Limited” or transfer to **HSBC 561-794405-838**.
2. 請將填妥的申請表格連同支票或銀行收據郵寄至“博碩學會有限公司”-- 香港新界沙田火炭山尾街 31-41 號華樂工業中心 A 座 20 字樓 21 室或電郵至 info@lagreach.org
Completed application form together with the appropriate fee, a cheque or a copy of payment slip in case of transfer, should be emailed to info@lagreach.org or posted to **Literati Academy of the Greater China Limited** – Unit 21, 20/F., Block A, Wah Lok Industrial Centre, 31-41 Shan Mei Street, Fotan, Shatin, N.T., Hong Kong

付款期限 (Deadline of Payment)

學員必須於開課前 2 個星期繳付費用。

Students are required to settle course fees 2 weeks before the course commencement date.

未能如期繳付者的申請將不獲保留或被取消上課資格。

Fail to settle payment before deadline will result in cancellation of application or suspension from taking subsequent classes.

重要通知 (Important Note)

1. 本會收到已填妥的申請表後會為申請人保留學位。本會保留在任何情況下及以任何原因拒絕任何入學申請的權利。申請者繳付學費後，仍須符合入學條件，其申請方可接納。
Receipt of this application form by LAGREACH constitutes an official booking. LAGREACH reserves the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application.
2. 已繳費用的退還情況：Refund Policy for course fees paid
 - > 於開課前一個星期或以上通知退學者可退還百分之八十的學費
80% Notice of more than 1 week prior course starts – Refund 80%
 - > 少於開課前 1 個星期通知退學-可退還 70% Notice of less than 1 week before course starts – Refund 70%
 - > 開課後通知退學-不獲退還 Once course has begun-NO REFUND
 - > 若退費有爭論，學會有最終解釋權
In case of any dispute with regards to the refund, Lagreach has the authority to make a final and binding decision.
3. 本會所有課程費用包括兩次考試機會，額外考試機會需另行收費。請向本會查詢有關詳情。
The course fee includes two examination opportunities, fee will be charged for joining extra examinations. Please contact us for the details.

4. 當八號颱風或暴雨警告在以下時段除下：

If No.8 Typhoon/Black Rainstorm warning signal is lowered

早上七時前

at or before 07:00

所有早上課堂如常進行。

all morning sessions will be conducted as scheduled.

早上七時至十一時期間

Between 07:00 and 11:00

所有早上課堂將會取消，但所有下午課堂會如常進行。

all morning sessions will be cancelled, but all afternoon sessions will be conducted as scheduled

早上十一時至下午四時期間

Between 11:00 and 16:00

所有下午課堂將會取消，但所有夜間課堂會如常進行。

all afternoon sessions will be cancelled, but all evening sessions will be conducted as scheduled.

下午四時後

After 16:00

所有下午六時後進行的夜間課堂將會取消。

all evening sessions commencing from 18:00 onwards will be cancelled automatically.

本會將盡早通知學員補課的日期及時間

Participants will be notified when the class will be made up as soon as possible.