

教會拉丁語暑期課程
Summer Course on Ecclesiastical Latin
報名表格 Application Form

英文姓名 (Name as in HKID)			
中文姓名 (與身份証相同)			
手提電話 Mobile		住宅電話 Phone	
性別 Sex	男 M <input type="checkbox"/> 女 F <input type="checkbox"/>	身份證號碼 ID No.	
電郵 Email			
地址			
Address			
學費 Fee	<input type="checkbox"/> \$3,800 , <input type="checkbox"/> \$3,500 (需附證明, with supporting & document)		
付款方法 Payment	<input type="checkbox"/> 支票 Cheque: _____ <input type="checkbox"/> 易辦事 (EPS): _____		

聲明：

1. 本人聲明在此提供的資料，均屬正確。
2. 申請人於報名表格提供的個人資料，本院只會用作處理報名或本院相關之項目；根據個人資料(私隱)條例，不會以任何形式出售，租借或轉讓予任何人仕或組織。如合辦、協辦課程，該資料將按需要交予有關機構。

Declaration:

1. I declare that the information provided is correct.
2. The personal data provided by the applicant on the application form will only be used for processing the registration or related items of the course; under the Personal Data (Privacy) Ordinance, it will not be sold, rented or transferred to any person or organization in any form. If co-organized or collaborative courses, the information will be submitted to the relevant institutions as needed.

簽署 Signature: _____

日期 Date: _____

請填妥課程申請表及有關證明文件連同報名費郵寄或親身交回地址:新界將軍澳翠嶺里2號202室, 明愛專上學院-高等及專業教育中心。信封面請註明「教會拉丁語暑期課程」。

Completed application form, together with copies of academic / professional credentials and the tuition fees, should be submitted by post or in person to Centre for Advanced and Professional Studies of Caritas Institute of Higher Education, Rm 202, 2 Chui Ling Lane, Tseung Kwan O, N.T.

學費請以「易辦事」(EPS) 或支票繳付, 支票抬頭請寫「香港明愛」或「CARITAS-HONG KONG」。

現金恕不接受。

Tuition fees can be paid by cheque or EPS. Payment by cheque must be made payable to "CARITAS-HONG KONG" with the name and contact number of the applicant, and the programme title written at the back of the cheque.

報名須知 Points to Note

- 1.名額有限，取錄以先到先得為原則。

Admission is on first-come-first-served basis.

- 2.校方有權決定是否取錄申請人。所有課程若報讀人數不足，校方會考慮延期或取消課程。課程如取消，所繳費用將以劃線支票退還予申請人。

The Institute reserves the right to decide whether an applicant is admitted or not, and holds the final decision to cancel a module/programme in case of insufficient registration. If a module/programme is cancelled by the Institute due to any reason, tuition fees paid will be refunded by crossed cheque.

- 3.學員已繳交之費用，除課程取消外，不論上課與否，一概不退還。凡繳費註冊後，學員不得要求調班、轉讓或退款。

Tuition fees paid will not be refunded in all cases unless the module/ programme is cancelled by the Institute. Upon registration, no change of class, transfer of fee or fees refund would be allowed.

- 4.學費請以「易辦事」(EPS)或支票支付，支票抬頭請寫「香港明愛」或 CARITAS-HONG KONG 並須在支票背後寫上申請人姓名、課程名稱及聯絡電話，以便聯絡。學費收據及報名費用收據，須妥為保存。若有遺失，校方概不補發。

Tuition fees can be paid by "EPS" or cheque. Please make the cheque payable to "Caritas - Hong Kong" and mark clear the applicant's name, course name and contact number at the back of the cheque. All receipts of tuition fee should be kept carefully. No replacement of receipt would be provided.

- 5.除八號或以上之颱風訊號，或依天文台發出黑色暴雨訊號，或教育局因任何理由宣佈停課外，所有課程皆依編定之時間及日期上課。如遇有天氣不穩定情況，學員須留意電台或電視台之廣播。

All classes take place as scheduled unless typhoon signal no.8 or Black Rainstorm Warning Signal is hoisted, or class cancellation is announced by the Education Bureau. Students have the responsibility to pay attention to announcements on the media during unstable weather.

- 6.如因特別事故或導師請假，院校有權更改與課程有關之一切安排。

The Institute reserves the right to alter class arrangements in case of special event or absence of tutors.

- 7.除獲當值導師及校方批准外，禁止在課堂上錄音、錄影及拍照。除獲「香港明愛」授權外，課堂上禁止任何形式的推銷活動。

Unless with permission from the Institute, no recording activity is allowed in class. No sales or promotion activity is allowed unless authorised by "Caritas-Hong Kong".

- 8.申請人所提供的資料會保密處理，只作服務本課程發展之用。除此之外，申請人資料有可能轉移至經法律授權或法律規定須向其披露資料的有關方面。申請人有權要求查詢或更正申請表格內之個人資料。如申請人未能提供足夠的個人資料，校方可能無法處理其申請及提供服務。

Information supplied by applicants will be kept in strict confidence. Applicants may check or amend their personal information on the application form if necessary. In the event that applicants fail to provide adequate information, the Institute may not be able to process their applications or offer any service.