

ENROLLMENT FORM

本院專用 Office use only	ver 20100301	
Received Date: _____	Handled by: _____	
Remarks: _____		
Application: <input type="checkbox"/> Walk-in	<input type="checkbox"/> By Mail	<input type="checkbox"/> By Fax
Payment: <input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Credit Card

PARTICULARS OF APPLICANT (Please fill in name as it appears on your HKID card)

English : Mr./Ms./Miss (surname) _____ (given name) _____ Chinese : _____ 先生 / 女士 / 小姐

HKID No : _____ Date of Birth: (dd/mm/yyyy) _____

Mailing Address : _____

Company of Employment : _____ Position / Department : _____

E-Mail Address : (1) _____ (2) _____

Telephone (day-time) : _____ Mobile : _____ Fax : _____

Confirmation : Please specify how you would like to be notified: By mail By fax By email (If not specified, we will notify you by Mail)

COURSE APPLIED FOR

Program Code / Name : _____ Commencement Date (dd/mm/yyyy) : ____ / ____ / ____

FOR DIPLOMA / CERTIFICATE APPLICANTS ONLY

Module Code	Module Name	Commencement Date

Education History

Course	Institution / Exam	Year of Graduation	Percentage of Completion(%)

Please "✓" this box if you want your application to be considered as mature student application. (Please refer to course leaflet for details)

Employment History

If employed, please list out your employment history and positions you have held, which you consider relevant to the course for which you are applying. You may include certified copies of relevant references from employers. (Please use separate sheet if necessary)

Company Name	Duration: From / to	Position	Full time / Part time

* Please submit relevant qualification documents together with your application

PAYMENT METHOD


For a course commencing within 7 working days at the time of enrollment, trainees are required to settle the course fee by cash.

Cash Amount: HK\$ _____

Cheque (payable to "Vocational Training Council") Cheque No.: _____

Credit Card

Card Number : _____ 

Expiry Date : _____ Amount: _____ 

Cardholder's Name

Authorized Signature

CONTINUING EDUCATION FUND (CEF)

- Apply for CEF* (Please submit with CEF application form and HKID card copy at least 10 working days before commencement of course. No late submission will be accepted)
- CEF Applied / Not applying CEF*

Where did you learn about this course?

- Yahoo Google PEAK Website Email Leaflet
- Prospectus Friend Newspaper/Magazine (Name: _____) Education Expo
- Other _____

CONTACT METHOD

For all further notice (e.g. Class reschedule), we will contact you by email. Students without email will be contacted by phone.

NOTES FOR APPLICANTS

- Please use one form for each course and photocopy the form if necessary.
- If you pay the course fees by cheque, please return the form to us by mail or in person with a crossed cheque (one cheque for one course) payable to 'Vocational Training Council'. If you pay the course fees by credit card, please return the form to us by fax / by mail / in person.
Fax: 2891 5707 Address: PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
- If you choose to return the enrollment form and cheque payment to PEAK by fax or by mail, please call us at 2836 1906 to confirm our receipt of your application and payment.
- All places are allocated on a first-come-first-served basis. Incomplete forms and forms received without payment will be regarded as unsuccessful applications.
- Applicants/Trainees must read carefully and observe the Course Administration Guidelines stipulated in PEAK's Course Prospectus. The Course Administration Guidelines are also available from PEAK Office and on PEAK Website.
- CPD / CPT credits will be deducted for late trainees on a pro-rata basis. MPFA & SFC credits will be given only when students attend more than 80% of the course. Minimum unit of above mentioned credits is 0.5 credit. Lateness or early leave which is less than 0.5 hour will still be counted as 0.5 hour (according to PEAK's clock).

DECLARATION

- I declare that all information provided in this enrollment form is, to the best of my knowledge, accurate and complete.
- I acknowledge and agree that my personal data will be used by PEAK for enrollment, course and administrative purposes.
- I acknowledge and agree that my personal data may be used by PEAK for the promotion of courses or seminars, etc. I, at any time, can inform PEAK in writing or by email (peak@vtc.edu.hk) to stop sending promotional materials to me.
- I acknowledge and agree that PEAK may check my ID card to verify my identity while I am participating in CPD/CPT courses.
- I understand that I should provide as much information to PEAK as I can so that my application can be processed efficiently.
- I acknowledge and agree that PEAK may determine my lateness and early departure from a course according to PEAK's clock. I also agree to Point 6 of the Notes for Applicants which defines the circumstance for deduction of CPD, SFC and MPFA credits.
- The course fees paid are non-refundable, except for cases of unsuccessful applications and course cancellation. Fees paid and places enrolled are not transferable, and request for course swapping will not be entertained.

I have read, understood and agreed to follow PEAK's rules and guidelines stipulated in "Course Administration Guidelines", "Notes to Applicants", and "Declaration", and PEAK's policy on handling applicants' personal data.	Applicant Signature	Date
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