

LEUNG' S INSTITUTE 良師學校

Application Form 課程申請表

Please complete this form in English and print in BLOCK LETTERS. 請用英文正楷填寫

Please read the Application Guide before completing this form. 填寫本表格前請細閱報名須知

Have you enrolled in any programs offered by the Leung' s Institute before? 你是否曾修讀良師學校的課程?

Yes 是 No 否 (If yes, please state your student no. 如有, 請填寫你的學生號碼: _____)

1. Program Details 課程資料

Program Code

課程編號 _____

Program Start Date

開課日期 _____

Program Title

課程名稱 _____

2. Personal Particulars 個人資料

Title: *Mr/Mrs/Ms/Miss Name (Surname first) [英文姓名(姓氏先行)]

HKID Card No.

香港身份證號碼 _____

Date of Birth

出生日期 _____

Gender

性別 M 男/F 女

Correspondence Address

住址 _____

Email Address

電郵地址 _____

Residential Tel

住宅電話 _____

Mobile

手提電話 _____

Office Tel

辦事處電話 _____

Fax No

傳真號碼 _____

3. Photocopy of Hong Kong Identity Card 香港身份證副本

Please attach the copy of your
Hong Kong Identity Card here
請將香港證副本貼於此方格內

For office use only 學校專用

Application received by _____

Fee enclosed HK\$ _____

Pay-in slip /Cheque No: _____

HKID Copy

Admitted (Intake Code: _____)

Rejected Cancelled

CL3 Student No. _____

4. Academic/Professional Qualifications 學歷/專業資格

Highest education level achieved (Please when appropriate) 最高學歷程度 (請於適當方格加上√號)

- Form 3 or below 中三或以下程度
 Form 5 or equivalent 中五或同等程度
 Form 6, 7 or equivalent 中六, 中七或同等程度
 Sub-degree 非學位文憑/證書
 Postgraduate Diploma/Certificate 深造文憑/證書
 Bachelor's Degree 學士學位
 Associate Degree 副學士學位
 Master's Degree 碩士學位
 Doctoral Degree 博士學位

| Month/Year 月份/年份 | | Examination/Awarding Institute 考試/頒發學銜 機構 | Qualifications/Title of Award 學銜 | Date of Award 頒發日期 |
|------------------|------|--|-------------------------------------|--------------------|
| From 由 | To 至 | | | |
| | | | | |

5. Work Experience 工作經驗

| Month/Year 月份/年份 | | Full/Part Time 全職/兼職 | Name of Organization 任職機構名 稱 | Address of Organization 機構地址 | Position Held 職位 |
|------------------|------|-------------------------|---------------------------------|------------------------------|------------------|
| From 由 | To 至 | | | | |
| | | | | | |

6. Declaration 聲明

- I declare that the information given in support of this application is accurate. I understand that any false information or misrepresentation will disqualify my application for admission or enrollment in Leung's Institute.
本人謹此聲明, 此申請表內所有填報各項資料, 均屬真實無訛。本人明白如有任何虛報或誤導資料, 則本人向良師學校作之申請及註冊資格均會被取消。
- I authorize the Institute to obtain all necessary information about my candidature for my studies at institute in Hong Kong and elsewhere.
本人授權良師學校之資料作處理申請入學之用。
- I authorize the Institute data to carry out checks on records of previous studies as a student at the institutions I have attended.
本人授權良師學校於本人曾就讀之院校查閱本人之資料及就讀紀錄。
- I understand that, upon my registration in the program, this data will become part of my student record. That student record may be used for all purposes relating to my study in accordance with the procedures of the Leung's Institute.
本人明白, 在獲得良師學校取錄同時, 有關本人的申請資料將會被保存為學生紀錄, 學院或會應用此紀錄於有關的教學程序事宜上。
- I have read and understand the rules and conditions attached under the application guide.
本人已細閱並明白載於報名須知內的學校規則。

Applicant's Signature 申請人簽

Date of Application 申請日

名: _____

期: _____

Application Guide 報名須知

Applicants should detach this page and keep it for reference 申請人請保留此頁作參考

Application Procedures 報名手續

To enroll for programs, applicants may apply;

- In person at our Head Office or
- Via the online application form

A completed application form along with the followings should reach us

- A photocopy of the applicant's Hong Kong Identity Card/Passport
 - a. A crossed cheque payable to "Leung's Institute" ; or
 - b. Cash or cheque deposit at branches of the Leung's Institute Bank (Account name: Leung's Institute; Account number: 012-889-0-0105224), and return the original pay-in slip to the Institute by mail.

Please write your name and the program code on the back of the cheque/pay-in slip

All submitted documents will not be returned to applicants.

凡申請報讀課程者, 可以:

- 親臨學校辦事處報名; 或
- 填寫網上表格

填妥之報名表格連同以下文件交回本校

- 申請人之香港身分證/護照副本
- 繳交學費方法如下:
 - a. 以劃線支票或銀行本票不繳付, 抬頭書名" Leung's Institute" 或
 - b. 以現金或支票存入中國銀行本校(帳戶名稱: Leung's Institute, 帳戶號碼: 012-889-0-0105224), 然後把銀行存根正本寄回本校。
請在支票 / 銀行存根背面寫上姓名及課程編號.

所有已遞交之文件均不獲退回.

Rules and Regulations 學院規則

1. Please sign and complete the application form clearly and accurately. Incomplete application forms will not be processed.

請核對申請表內所填報的資料正確無誤並簽署作實。資料不全的申請表恕不受理。

2. Admissions to General and Short Programs are normally considered on a first-come-first-served basis. Students will be notified before the program starts.

入讀短期及興趣課程一般皆以「先到先得」方式取錄學員。學員將於開課前收到開課通知。

3. Admissions to Award-bearing and Professional Programs will go through normal selection process. For entry requirements, please refer to specific program descriptions. Admissions are subject to places availability and selection criteria, if applicable. As such, applicants meeting the minimum admission requirements are not guaranteed direct entry to a program.

申請入讀學歷頒授及專業課程, 須經過一般甄選程序, 請參考個別課程之入學條件。入學申請將視乎學額及甄選結果而定, 申請人即使符合最低入學要求也不保證被取錄。

4. Unless otherwise specified, the application deadline will be two weeks before the program commencement

date. Admitted applicants will be notified in writing .Please contact the College if you do not receive any notification one week before the commencement of the program.

除特別通告外，截止申請日期為開課前兩星期。獲取錄學員獨接獲書面通知，倘若於開課前一星期仍未收到通知者請與學院聯絡。

5. Applications will not be processed until all relevant documents and appropriate fees are received by the college. The first-come-first-served basis admission policy in (2) and (3) refers to the moment when all documents and appropriate fees reached us.

在未收到有關報名費之前，學院不會處理有關申請。以上(2)及(3)所列之「先到先得」的取錄準則是以收到各項文件及有關學費為準。

6. Early bird rate is applicable to some of our programs. To enjoy this rate, applicants must send in the full tuition payment on or before the early bird closing date of each program intake.

部份課程設有提早報名優惠，惟申請人必須於提早報名優惠截止日期前繳付全數學費，方可獲享有關優惠。

7. The College reserves the right to make any alterations to the program as deemed necessary. The College also reserves the right to cancel a program due to insufficient enrollment or other unforeseen circumstances, in which case full tuition fees will be refunded.

本學院保留權利，在有需要時更改課程內容、上課日期、時間、地點及主講人。若課程報名人數不足或在特殊情況下，學院有權取消該課程，並退還全數學費。

8. Enrollment is non transferable except for special occasions and is subject to the approval of the College on case-by-case basis. A written request must be made at least three weeks before the commencement date of the enrolled program. Fees and places of program cannot be transferred from one applicant to another.

除特殊情況及獲學院同意外，已報讀的課程均不得轉換。有關申請必須於課程開課前三個星期提出，所繳付之費用不得轉讓。

9. Certification will be issued to students who have achieved required attendance and successfully passed all assessments. For details, please refer to individual program descriptions.

凡成功通過各項評估及出席率達到一定標準的學員將可獲發證書乙張，詳情請參閱個別課程簡介。

***Should discrepancies exist between the English and Chinese versions, the English version shall be used.**

申請人須知中文譯本如與英文原文有差異，以英文為準。

For enquiry, please call 2618-1193 or email info@e-leungs.com

Leung' s Institute, Rm136, 1/F, Parklane Square, 2 Tuen Hi Road, Tuen Mun, NT

Tel: (852) 2618 1193 Fax: (852) 2618 1320 Website: <http://www.e-leungs.com>