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註冊非牟利慈善團體

持續進修基金課程報名表
Enrolment Form for CEF Listed Course



表格編號	Form No.
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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 :

綠田園基金的持續進修基金院校編號 CEF Institution Code of PGF: 699

持續進修基金課程編號 CEF Course Code : | | | | | | | | | - |

1. 個人資料 Personal Particulars (*請刪去不適用選項 Please delete as appropriate)

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					出生日期 Date of Birth (日 Day / 月 Month / 年 Year)					
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稱謂 Title ☐ 先生 Mr. ☐ 太太 Mrs.
☐ 女士 Ms ☐ 小姐 Miss

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

[illegible][illegible]

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 (其中 Where 不包括在持續進修基金發還款項內 not reimbursable under the CEF)

☐ 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

請根據課程要求，另附學歷及/或工作證明，如會考成績副本、畢業證書、公司信等 Please attach proof of qualification and/or working experience, such as photocopy of HKCEE certificate, transcripts of study, company letter, as individual course specified.

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 ✓)

- | | | |
|---|--|---|
| <input type="checkbox"/> 小學或以下程度 Primary or below | <input type="checkbox"/> 中六、中七或同等程度 Form 6, Form 7 or equivalent | <input type="checkbox"/> 學士學位 Bachelor degree |
| <input type="checkbox"/> 中學 Secondary | <input type="checkbox"/> 非學位文憑/證書 Sub-degree | <input type="checkbox"/> 深造證書/文憑 Postgraduate Certificate / Diploma |
| <input type="checkbox"/> 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) | <input type="checkbox"/> 副學士 Associate Degree | <input type="checkbox"/> 碩士學位 Master degree |
| | | <input type="checkbox"/> 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
/	/			
/	/			
/	/			

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, 請填寫你曾修讀的課程名稱及日期 If yes, please state the course(s) name & date _____

是次課程, 你會否申請持續進修基金的款項發還? ☐ 是 Yes ☐ 否 No

Are you going to apply for the reimbursement of fees from CEF?

你之前曾否申請持續進修基金的款項發還? Have you applied for reimbursement from CEF before? ☐ 是 Yes ☐ 否 No

如有, 請填寫你的申請次數 If yes, please state number of application(s) _____

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。本人亦清楚明白有關之課程要求 (當中包括的出席率要求, 且需通過評核) 及申請持續進修基金的款項發還的要求和資格。

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. I also clearly understand that all the course requirements listed in the webpage or other promotional materials and the requirements of reimbursement of fees. 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, 或本會關閉, 學員將可獲退還全部費用。
- 如課程中途因事取消, 學員可於一個月內獲按比例退還學費。
- 如學員因課程更改日期、時間而未能上課, 可申請按比例退還學費, 費用將於申請後一個月內退還。
- 如課程因實際情況未能按課程單張所示內容進行, 而學員不接納有關修訂, 可申請按比例退還學費, 費用將於申請後一個月內退還。
- 有關持續進修基金課程的詳細學費退還政策, 可直接與持續進修基金聯絡。持續進修基金 24 小時熱線: 3142 2277。
- 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 (私隱) 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, or closure of the PGF, course fees will be refunded in full.
- For cessation of the course after its commencement, course fee will be refunded on a pro-rata basis within one month.
- If a participant is unable to attend certain class(es) due to the alternation of date and time, course fee refund is applicable on a pro-rata basis. Refund will be made within one month after the request.
- If the course cannot be operated according to the arrangement specified, and the participants decline to accept the revised arrangement, course fee refund is applicable on a pro-rata basis. Refund will be made within one month after the request.
- For detail policy, please contact CEF directly. CEF 24-hour manned enquiry hotline: 3142 2277.
- 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 of 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.).