

# Application Form

## Advanced Mediation Course 高級和解課程

FOR OFFICE USE ONLY									
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### 1 Personal Particulars

Name (as shown on HKID Card/ Passport\*)

Name in Chinese  Sex M  F

Chinese Character Code  Date of Birth  Day Month Year

HKID Card/ Passport No.\*  If you are a non-local applicant, please enter 'Y'

Nationality

Correspondence Address

Tel. No. (Home)  Tel. No. (Office)  Fax No.

Mobile Phone  E-mail

If you are a holder of the Federation of The Hong Kong Polytechnic University Alumni Associations (FHKPUAA) membership card or the PolyU Privilege Card, please enter "Y" and enclose a photocopy of your card.

\* Please delete as appropriate.

### 2 Course Particulars

Course Code	Course Title	Start Date	Course Fee	Cheque No.
FB30	Advanced Mediation Course 高級和解課程	13 Apr 2013	HK\$13,000	

Please submit a crossed cheque or bank draft payable to "The Hong Kong Polytechnic University" for the required course fee.

### 3 Academic Qualifications

Awarding Institution	Title of Award	Year of Award

Please submit a copy of the Bachelor's degree (or equivalent/ above qualification) parchment as a proof of meeting the entry requirement.

### 4 Professional Qualifications

Awarding Institution	Title of Award	Year of Award

## 5 Working Experience

From	To	Full Time / Part Time	Name of Organisation	Position

## 6 Declaration

I authorise the School of Professional Education and Executive Development to use my personal data for processing my application for admission and for transferring to the student record system when I am offered a place of study. I understand that the information will be used in activities in support of my study at the School.

I declare that all particulars given in this form are true and correct to the best of my knowledge and understand that provision of any false and misleading information will lead to disqualification of my application for admission and registration in the School. Any fees paid will not be refunded.

02/13

Signature

Date

## Guide for Applicants

### Instructions on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete all parts in full.
3. Non-local applicants – Non-local students are defined as persons entering Hong Kong for purpose of education with a student visa or entry permit issued by the Immigration Department of the HKSAR Government. For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: <http://www.immd.gov.hk/en/services/hk-visas/study/guidebook.html>).
4. Please complete the application form clearly and accurately. Incomplete application forms will not be processed.
5. Please sign the application form before submitting your application.

### Submission of application

6. The closing date for application is 3 weeks before course commencement.
7. Completed application form should be submitted to the School Office at the address below by hand or by post before the closing date for applications together with the following documents:
  - a crossed cheque or bank draft payable to "The Hong Kong Polytechnic University" for the required course fee (Please write your name and the course code at the back of the cheque or bank draft); and
  - a copy of the Bachelor's degree (or equivalent/ above qualification) parchment as a proof of meeting the entry requirement of the course.

### Notification of application results

8. Applicants will be notified the results of their applications. Please contact the School if you do not receive any notification 1 week before course commencement.
9. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.

### Fee refund policy

10. According to the School's Refund Policy, **course fees paid are normally not refundable**, except for cases of unsuccessful applications or course cancellation. Fees paid and places allocated are not transferable.
11. The refund will be sent to the applicant by ordinary mail. If the applicant does not receive any refund 4 weeks after the course commencement date, please check with the School Office at 3400 2828.

### Certification

12. Certificates will be issued by SPEED and HKMC to students who have successfully completed the course. For details, please refer to the course leaflet.
13. No certificates will be re-issued. If you need additional certification that you have completed a course, you may apply in writing and pay a fee of HK\$100\*.
14. HKMC may issue replacement certificate and students are required to complete a form with HKMC and pay a fee of HK\$100\*.

### Use of information

15. Personal data provided as part of an application for admission will, during the admission process, be used solely for the purpose of admission, and in this connection the data will be handled by SPEED and other relevant institutions authorised to receive it.
16. Application papers of unsuccessful candidates will be destroyed after the admission process has been completed.
17. Application papers of successful candidates will become part of the student file and the data will thereafter be handled by SPEED and other relevant institutions authorised to receive it.
18. 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 SPEED.

### Enquiries

**School of Professional Education and Executive Development (SPEED)**  
Room QR802, 8/F, Core R  
The Hong Kong Polytechnic University, Hung Hom, Kowloon  
Tel: 3400 2828 Fax: 2363 0540  
E-mail: [speed@speed-polyu.edu.hk](mailto:speed@speed-polyu.edu.hk) Website: [www.speed-polyu.edu.hk](http://www.speed-polyu.edu.hk)

### Office Hours

**Mondays to Fridays** 8:30 am - 7:15 pm  
**Saturdays** 9:00 am - 12:00 noon

\* Subject to change without further notice.

The School reserves the rights to cancel any courses, and to make variations to the schedules, venues, contents, and mode of delivery of the courses offered.