

Application Form

FOR OFFICE USE ONLY									
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1 Personal Particulars

Name (Surname first)

Name in Chinese Sex M F

Chinese Character Code Date of Birth
Day Month Year

HK ID 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

2 Course Particulars

Course Code	Course Title	Start Date	Course Fee	Cheque No.
FB94	Preparatory Course for Expert Witness and Contractual Liability (Continuing Education Fund (CEF) Course Code: 25Z03354-A)	20 February 2013	HK\$9,800	

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

3 Academic Qualifications

Awarding Institution	Title of Award	Year of Award

4 Professional Qualifications

Awarding Institution	Title of Award	Year of Award

5 Working Experience

From (mm/yy)	To (mm/yy)	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.

10/12

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 each part in full clearly and accurately. Incomplete application forms will not be processed.
3. Please sign the application form before submitting your application.
4. 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: www.immd.gov.hk/ehtml/hkvisas_study.htm).

Submission of applications

5. The closing date for application is **30 January 2013**.
6. Completed application forms should be submitted to the School at the address below by hand or by post before the closing date for applications together with 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.)

Notification of application results

7. Normally successful applicants will receive a written notification from the School confirming their enrolment before course commencement.
8. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.
9. Please contact the School if you do not receive any notification one week before course commencement.

Refund policy

10. Except for unsuccessful applications or course cancellation, course fees paid are not refundable. Fees paid and places allocated on courses are not transferable.

Certification

11. Certificates of Attainment will be issued to students who have attended 70% or above of the classes and passed the assessment. Eligible students will receive certificates by ordinary mail.
12. No certificate will be re-issued. If you need additional certification that you have completed the course, you may apply in writing and pay a fee of HK\$100*.

Use of information

13. 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.
14. Application documents of unsuccessful candidates will be destroyed after the admission process has been completed.
15. Application documents 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.
16. 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 Website: 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, contents, and mode of delivery of the courses offered.