

Online Enrolment and Payment (Short Course)

Student Guide: Online Enrolment and Payment for Short Course

NOTE: To use "Online Services", you will need a computer with connection to the Internet and a web browser with JavaScript enabled. Internet Explorer 5.01 or above is recommended for the web browser.

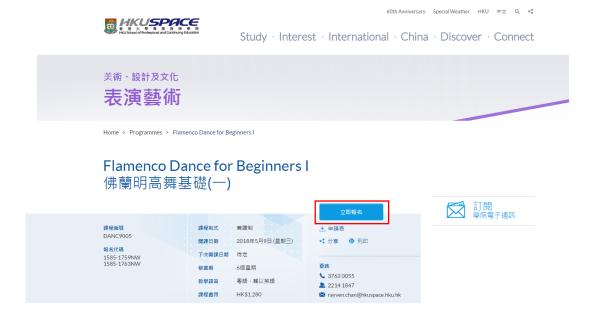
1) Search Programme



2) Choose a Programme



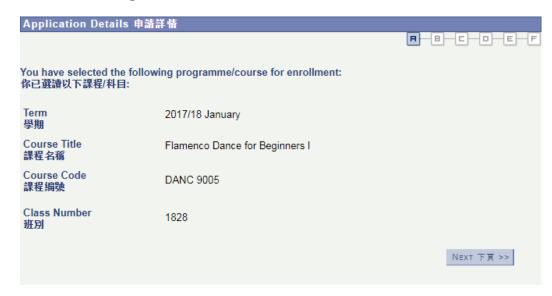
3) Click 'Apply Now'



4) Read the "Application Instruction" and click "Next".



5) Check the Programme information and click the 'Next'.



6) Enter your HKID or Passport No., Date of Birth and Validation Code and click 'Next'.



7a) For New Applicant:

i) Fill in Personal Particulars and click 'Next'.

Personal Particulars	個人资料	
		HBC DEF
*Name Prefix 稱謂	MR Q	
*Last Name 英文姓氏	CHAN e.g. CHAN	
*First Name 英文名字	Tai Man e.g. Tai Man	
Name in Chinese 中文姓名	陳大文	e.g. 陳大文
H.K.I.D/Passport 香港身分證 / 護照號碼	○ H.K.I.D 香港身分證○ Passport 護照號	碼
Holders of H.K.I.D card mus 香港身分證持有人必須填寫		
H.K.I.D./Passport Number 香港身分讚/ 護照號碼	A1234567 e.g. Brackets are not required. For example, enter A12345 無須輸入括號。例如 A123456(7),請輸入A1234567	667 for A123456(7)
Nationality 國籍	HKG Q	
Date of Birth 出生日期	11/01/1986	
*Mobile Phone No. 流動電話	91234567	
*Email Address 電郵地址	chan@gmail.com	
*Permanent HK Resident 香港永久性居民 If 'No', see Notes to Non-Lo 如填寫「否」,請細閱非本		非本地申請人注意事項)
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ii) Fill in Additional Information and click 'Next'.

Additional Information 附加資料						
		H-E	3 C		E	F
Correspondence Addres	ss 通訊地址					
Country 國家	HKG					
*Address Line 1 地址行列 1	494 KING'S ROAD, NORTH POINT					
Address Line 2 地址行列 2						
Address Line 3 地址行列 3						
*District 地區	НК					
*Area Code 地區編號	HQ					
Emergency Contact Per	son 緊急聯絡人					
*Contact Person 聯絡人	Chan Tai					
*Mobile Phone 流動電話	97654321					
If you wish to include more 在緊急情況下,學院可能需	nay need to contact your family or friend. Please suggest. than one emergency contact, please contact our office afte 要聯絡 閣下的家人或朋友。請在此填寫。 资料,請在申請過後與學院職員聯絡。	er applio	cation.			
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7b) For Existing Applicant:

i) Check the personal information, (check the box if needed to edit personal information). Click Next.



(Steps ii and iii are for editing personal information)

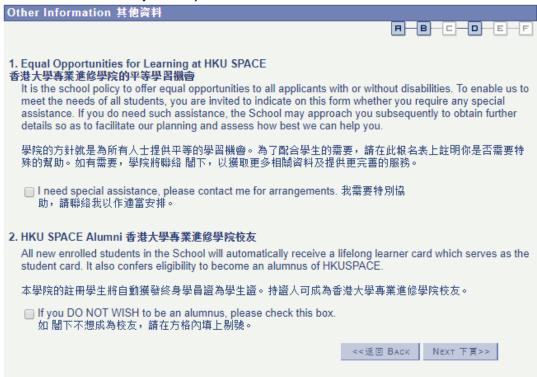
ii) Fill in the updated information and click "Next".



iii) If you required to update the correspondence address, fill in the information and click "Next".

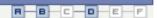
Additional Informatio	n 附加資料			
		H B		E-F
Correspondence Addre	ess 通訊地址			
Country 國家	HKG			
Address Line 1 地址行列 1				
Address Line 2 地址行列 2				
Address Line 3 地址行列 3				
District 地區				
Area Code 地區編號	Q			
Please leave all fields emp 請把地址欄留空。	ty if you do not wish to update your address. 如閣	下不需要更新地址		
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8) Choose whether to require special assistance or to join alumni (These check boxes are optional). And click 'Next'.



9) Read 'Statemant on Collection of Personal Data' and click 'Next'.

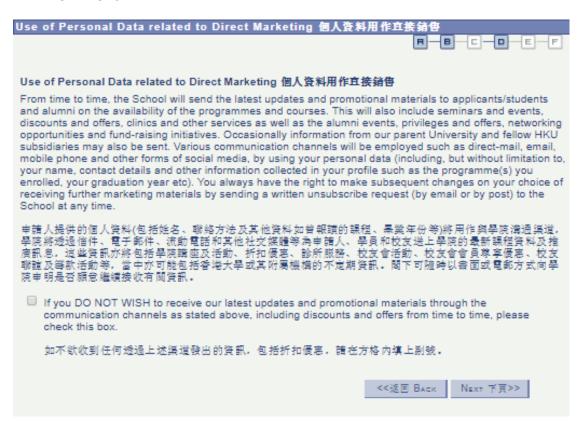
Statement on Collection of Personal Data 收集個人資料聲明



- It is necessary for applicants to supply their personal data and to provide all the information requested in the
 application documents, as otherwise the School may be unable to process and consider their applications.
- 2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
- 3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials then your contact details and opt-in consent would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the application student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential. Personal data collected arising from any payment for this application may be retained as statutorily required and for processing refund, if necessary.
- Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
- 5. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone number and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme teams for separate arrangements.
- 6. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications to access of information should be addressed to the Data Protection Officer, HKU SPACE. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it of HKU SPACE.
- For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website (http://hkuspace.hku.hk/policy-statement/privacy-policy).
- HKU SPACE, being part of the University of Hong Kong, the Personal Information Collection Statement of the University also applies and can be accessed from (http://www.aal.hku.hk/admissions/documents/pics.pdf).
- 1. 申請人必須提供其個人資料及課程申請所需資料。否則本學院將不能有效處理其申請。
- 在法律許可情況下,個人資料將會作入學申請、註冊、有關學術及行政通訊、校友事務及聯絡、研究、統計、市場分析及推廣(包括直接銷售)等用途。只有香港大學專業進修學院職員才能處理有關資料,但亦可能會轉移到為學院提供有關服務的委託人處理。
- 3. 完成報名程序及課程註冊後,申請人如不機取錄,其個人資料將會被銷毀(如申請人表明顧懲接收學院的推 價訊息,申請人的聯絡資料及同意接收學院推廣訊息的記錄將保閣作此等用途),獲取錄者的個人資料會被關作 學生記錄,只有每過大學專業進修學院職員或為學院提供有關服務的委託人才能處理有關檔案,而 閣下提供的 所有個人資料將絕對保密。報名付款時所收集的個人資料,則循法例規定關作相關用途,以及退款處理之用(如 需要)。
- 4. 如獲取錄,申請人需量交彩色近照一張以作學生證明之用。
- 5. 在緊急情况下,學院將向學生發放電話短訊,或在有需要時附以其他方式,如電子郵件,以作通知。請準確 填寫有關資料以便聯絡。如有任何更改,請儘快向學院提出更新。如 關下對接收電話短訊通知通有困難,請聯 絡課程組,以便作適當安排。
- 6. 根據個人資料(私愿)條例,申請人有權知悉學院有否保留其個人資料,同時亦可查閱、索取及更改其個人資料。申請人如欲查閱其個人資料,請填妥指定表格並交回本學院個人資料和應主任。本學院將會酌情收取行政費用。如欲更改一般個人資料,請填妥「申請更改個人資料表格」並交回本學院。
- 7. 如欲了解本學院私隱政策的辩情,請參閱本學院的課程手冊或網頁 (http://hkuspace.hku.hk/cht/policy-statement/privacy-policy)。
- 本學院作為香港大學的一部分,大學的收集個人資料發明亦適用於本學院,詳情請錄閱 (http://www.aal.hku.hk/admissions/documents/pics.pdf) (只提供英文版本)。

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10) Read 'Disclaimer' and choose whether to receive promotional materials. Click 'Next'.



11) Read 'General Notes' and click 'Next'.

General Notes to Applicants 一般注意事項



- Enrolment can be done in person at any of the School's Enrolment Centres by completing this application form and submitting it with the appropriate fee and relevant documents. You can also mail to the "HKU School of Professional and Continuing Education, Room 304, 3/F, T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong", specifying "Programme/Course Application".
- 2. Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
- For general and short courses, applicants may be required to pay the course fee in cash or by EPS, Visa or MasterCard if the course will start shortly.
- 4. If admission is on a first come, first served basis and if you do not hear from us before the course starts, you may assume that your application has been accepted, and should attend the course as scheduled.
- If admission is by selection, the official receipt is not a guarantee that your application has been accepted.We will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of programme/course fee if already paid.
- 6. If you do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant programme team.
- Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).
- Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.
- 1. 報讀課程,請親往學院各報名中心,呈交填妥的報名表格、學**盡**和所需的證明文件,或以郵遞方式,寄「香港 薄扶林道香港大學徐展堂樓3樓304室香港大學專業進修學院」並註明「報讀課程」。
- 2. 如以劃線支票或銀行本票付款,抬頭請書名「香港大學專業進修學院」。
- 3. 如輟讀的短期課程開課在即,學院可要求申請者以現金、「易辦事」或信用卡(Visa或萬事達卡) 繳付學盡。
- 4.以「先到先得」方式獲取錄的學生,可自行依照課程手冊或學院網頁所列的時間到有關地點上課。除特殊情況 外,學院將不作另行通告。
- 5. 如須甄選入學,則正式收據並不可作為 閣下已獲取錄的證明。學院將在截止報名曰期後儘快通知申請者是否獲得取錄。落撰的申請人將獲退還已繳交的學盡。
- 6.如在開課前三天仍未知悉上課地點,請與課程組聯絡。
- 7.除特殊情况(例如課程因報名人數不足而被取消)及法例規定外,一切已繳费用,概不退還。
- 8. 有關香港大學專業進修學院的入學程序及詳情,請參閱香港大學專業進修學院的課程手冊及官方網頁。

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12) Read 'Declaration' and check the box to accept the agreements. Click 'Next'.



13) Read 'Payment Information' and click 'Next'.

Payment Information 繳交學費



You have completed the sections related to your online application. To confirm your enrollment, please proceed to online payment now. You may pay by Visa, MasterCard or PPS. To pay by Visa or MasterCard, you need to enter the password for "Verify by VISA" or "MasterCard SecureCode" to authenticate your identify. Otherwise your online payment cannot be processed. Should you encounter any problem, please contact your credit card issuing bank.

你已填妥報名資料,但你必需現在進行網上繳交學費,以確認你的報讀申請,款項可透過VISA、萬事途卡或網上繳費至繳付。如使用VISA或萬事途卡付款,你必需輸入「Visa 驗證」或「MasterCard SecureCode」以核對身分,否則網上付款將無法完成。過程中如過上任何問題,請聯絡發卡銀行。

Disclaimer

The School provides a platform for online services for a selected range of products it offers. While every effort is made to ensure timeliness and accuracy of information contained in this website, such information and materials are provided "as is" without express or implied warranty of any kind. In particular, no warranty or assurance regarding non-infringement, security, accuracy, fitness for a purpose or freedom from computer viruses is given in connection with such information and materials.

The School (and its respective employees and subsidiaries) is not liable for any loss or damage in connection with any online payments made by you by reason of (i) any failure, delay, interruption, suspension or restriction of the transmission of any information or message from any payment gateways of the relevant banks and/or third party merchants for processing credit/debit/smart card or other payment facilitation mechanism; (ii) any negligence, mistake, error in or omission from any information or message transmitted from the said payment gateways; (iii) any breakdown, malfunction or failure of those gateways in effecting online payment service or (iv) anything arisen out of or in connection with the said payment gateways, including but not limited to unauthorised access to or alternation of the transmission of data or any unlawful act not permitted by the law.

争带整印

本學院(包括其僱員及附屬機構)對你在網上付款而由下列原因所導致的任何損失,一概不負責:上述原因包括: (1)由付款銀行或獨立商戶因為付款的網關在處理付款的信用卡、付款卡、智能卡或其他付款的設施時出現任何信息或資訊傳送的失誤、延誤、中斷、中止、或限制; (2)從付款的網關傳送而來的任何信息或資訊中出現的疏忽、錯誤、誤差或遺漏; (3)付款的網關在完成網上付款時出現的故障、失靈、或失誤;或(4)任何由付款的網關引起或與付款的網閱相關的原因,包括未獲授權違入、資料傳送的改動、任何非法行為等。

以上中文本纯作参考之用。如内容與英文版本有任何歧義。一切以英文版本為準。

IMPORTANT

Fees paid are not refundable except under very exceptional circumstances, subject to the School's discretion. In exceptional cases where a refund is approved, fees paid by cash, EPS, cheque or PPS (for online payment only) will normally be reimbursed by a cheque, and fees paid by credit card will normally be reimbursed to the payment cardholder's credit card account.

重要事項

(除由學院裁定的特殊情況之外,一切已繳費用概不退還,如獲學院批准退還款項,以現金、易辨事、支票或繳費 靈(只限網上付款)方式繳交之款項,將以支票退款;以信用咕繳交之款項,退款將直接退還到支付款項時使用的 借用卡戶口。

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14) Confirm the payment details and select a payment method (credit card/PPS).



15) Make a payment

a. For credit card payment, input your credit card number, the expiry date and CVV2 or CVC2 Code. Click 'Proceed' to confirm payment.

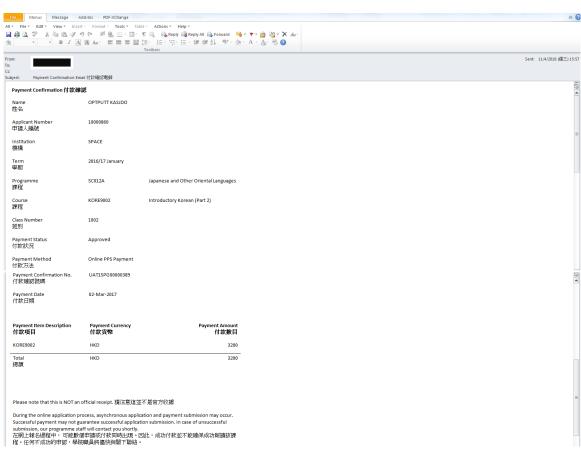
	ails
Merchant Name:	HKU Space
Amount:	850.00
Currency: Invoice Number:	HKD ICR1000042771
	ormation below and press "Proceed" for payment.
Please enter your credit card info	ormation below and press "Proceed" for payment.

b. For PPS payment, input your PPS account number and password. Click "Submit" to confirm payment.



16) If payment is successful, you will receive a payment confirmation. Please keep this for future enquiries.





17) Upon completion of payment, please proceed to survey by clicking 'Next'. After completing the survey, click 'Submit'.

Survey 間卷調査		<u> </u>	
Source paragraph		F B C D E	F
			_
To help us understand your learning need the information you provide may be used This part of the form is optional. 為使本學院了解學員的學習需要,請填設 究之用。學員可根據個人意願決定填寫與 Please tick the appropriate boxes. 請在適	to assist the School's resea 以下間卷。你所提供的資料。 否。	rch in continuing education.	
1 Your highest education level achie	ved 你的最高學歷程度:		
Please select ONE only 選擇其中一	項		
□ Below Secondary 5 (HKCEE) 中3	丘(香港中學會考)以下		
 Secondary 5 (HKCEE) or equival 	ent 中五(香港中學會考)或	同等程度	
□ Secondary 6 – 7 (HKAL) or equiv	alent 中六 - 中七(香港高級	(程度會考) 或同等程度	
 Secondary 6 (HKDSE) or equival 	ent 中六(香港中學文憑)同]等程度	
Associate degree / sub-degree /	certificate / diploma 副學士 /	副學位或非學位證書 / 文憑	
■ Bachelor's degree 學士學位			
 Postgraduate certificate / Postgra 	duate diploma 深造證書 / 冴	造文憑	
■ Master's degree 碩士學位			
■ Doctorate degree 博士學位			
2 What are the most important factor 大學專業追修學院修讀此課程。最實 Please select the 3 most important 選擇 3 個最重要因素並以 1 至 3 逾行 ▼ Good reputation of the institut ▼ A variety of courses to choose ▼ High academic quality of the course factor and the course	要的因素是什麽? If actors and rank them froit	・ m "1" to "3", with "1" as the	
7 Monthly personal income 個人每月			
Please select ONE only 選擇其中一	項		
SD - \$9,999			
S10,000 - \$14,999			
\$15,000 - \$19,999			
\$20,000 - \$29,999			
\$30,000 - \$39,999			
S40,000 - \$ 49,999			
□ \$50,000 or above 或以上			
	End 間卷完 Thanks 谢谢	Suzmi	