HKU SPACE
香港大學專業進修學院
HKU School of Professional and Continuing Education

APPLICATION FORM
Advanced Diploma in Sport Coaching and Performance

Application Fee: **$150** Cash / Cheque No. _____

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1. APPLICATION FOR:

Advanced Diploma in Sport Coaching and Performance

Application Code: 1740-HS117A

2. PERSONAL INFORMATION:

HKID Card Name
(surname first) _____

Chinese characters
(if appropriate)

Please (✓) one box   Mr ❑   Ms ❑   Miss ❑

HKID Card No. _____

X   Received the sum imprinted
機印所示金額收訖   ⟶
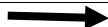
X   Received the sum imprinted
機印所示金額收訖   ⟶

Name 姓名 Full Postal Address地址	⟵ **Please also complete this part.** Note: The **HK$150 application fee is non-refundable** and will cover cost of processing your application. When validated by the machine this will also serve to acknowledge receipt of your application for the above course. If you are offered a place the School will notify you as to the method of payment of the **course fee of HK$24, 500.00**

Fees are not refundable.   Please see overleaf 請閱背面 ⟶

The University of Hong Kong
School of Professional and Continuing Education

HS 117A "Advanced Diploma in Sport Coaching and Performance" (2019 Autumn)
Form of Application for Admission

TO BE COMPLETED AND RETURNED TO:

Sport, Exercise and Recreation Management Section, School of Professional and Continuing Education, The University of Hong Kong, 13/F., Fortress Tower, 250 King's Road, Fortress Hill, Hong Kong. (Attention: Miss Jessie Fung) together with a cheque for the application fee of HK$150 (non-refundable) and made payable to "HKU SPACE"

CLOSING DATE FOR APPLICATION: July 31ˢᵗ, 2019 (Late Applications will be considered)

Name in full ...…………...……………...……………...
(in block letters)   *(surname)*   *(other names)*
(Please use the same name as on your H.K. Identity Card)

Name in Chinese Character (if appropriate)...…………………………...

D	D	/	M	M	/	Y	E	A	R

Date of Birth [ ][ ][ ][ ][ ][ ][ ]   **H.K.I.D. Card No./ Passport No.** ………………………

Address...

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Home Tel. No. …...........…….............. **Office Tel. No.** ...………..................... **Fax No.** ....……........

Mobile / Pager No. .... **E-mail** ....…......

Occupation .... **Position** ....

How did you learn about this course? (please tick the relevant boxes)

θ School Prospectus   θ Newspaper/ Radio/ TV   θ Circular   θ Friends   θ Others _____
(Please specify)

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For Office Use Only

ACADEMIC INSTITUTIONS ATTENDED* (e.g., school, college or university)

Institution	Level reached	Date of attendance		Part/full time
		from	*to*	

ACADEMIC/ PROFESSIONAL QUALIFICATIONS*

*Degree/Diploma/Certificate/Held	Class or Level	Date of Award

PREVIOUS WORKING EXPERIENCE (in chronological order)

Firm	Position	Dates	
		from	*to*

*Photostat copies of relevant certificate/transcripts must be attached.

Briefly explain why you have applied for this programme? (*Use English*)..

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English Proficiency*...
(Please provide details of , and evidence of proficiency of written and spoken English) eg. IELT/TOEFL SCORE, HKCEE

This is an essential criteria for selection

DECLARATION

1. 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 in Paragraph 6 then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official 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.

4. 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.

Use of Personal Data related to Direct Marketing

6. From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses, seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the School at any time.

   If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box. ☐

7. 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 for 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 to HKU SPACE.

8. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website.

General Notes to Applicants

1. Enrolment can be done in person at any of the School's Enrolment Counters 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".
3. Since 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.
4. 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.
5. Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).
6. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

Equal Opportunities for Learning at HKU SPACE

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

Notes to Non-local Applicants

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong as dependants, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants issued with a valid employment visa also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to a HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU System through HKU SPACE.

Declaration

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
2. I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
4. I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

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Signature   Date