

## Course Enrollment Form 課程報名表格

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### 1. Personal Particulars 個人資料

Chinese Name 中文姓名：	English Name 英文姓名：
Sex 性別：                      Nationality 國籍：	Mobile No 手提電話：
HKID No. 身份証號碼：	Home Tel No. 住宅電話：
Date of Birth 出生日期：	Email Address 電郵地址：
Working Experience 工作經驗 / 年期： Yes / No      ____ yr 年	Education Level 教育程度：
Referred by 介紹人： Name of our staff / student 本公司職員/本校學生姓名：	
Address 地址：	
Emergency Contact 緊急事件聯絡人：	
Name 姓名： _____ Relationship 關係： _____ Contact No. 聯絡電話： _____	

### 2. Course Details 報讀課程

Course Code 課程編號	Name of Course (s) 課程名稱	Commencement Date 開課日期	Time 上課時間	Tuition Fee 課程費用	Remarks 備註
			<b>Total:</b>	<b>HK\$</b>	

#### Payment Method 付款方法：

Cash 現金  / Credit Card 信用卡  / EPS 易辦事  / Cheque 支票  / Others 其他： \_\_\_\_\_

訂金 Deposit： \_\_\_\_\_ Balance 尚欠： \_\_\_\_\_

#### Terms and conditions 條款及細則：

- 1) Tuition fee paid or deposits are non-refundable and non-transferable.  
所有已繳付之費用/訂金，本學院將恕不退還或轉讓。
- 2) All courses must be completed in a designated period: day course within one year; evening course within one and a half year.  
課程必須於指定時間內完成：日間課程必須於一年內完成，晚間課程必須於一年半內完成。

- 3) Regarding International Recognized Qualifications 關於國際考試：
- i. Students responsible for monitoring and revising relevant course materials for tests leading up to the examinations. The International Recognized Diploma or Certificate pass mark for such tests is 60%. Students will be given opportunity to re-sit such tests if they fail but the original mark from the first test will stand. 學員應有責任溫習書本及筆記，以備考試。國際文憑/證書之合格分數為六十分，如學員在測驗不合格，可有機會重考。但考試的等級將會為持原有。
  - ii. All students must pass the mock examination before they can sit the final International Recognized Diploma or Certificate examinations. 學員必須在校內試合格方能參與國際文憑/證書考試。
  - iii. Examination fees are non-refundable. All International Recognized Diploma or Certificate course fees must be paid in the first week of a course commencing. 考試費恕不退還。學員須在開學一星期內繳交國際文憑/證書考試費。
  - iv. Any student who has not attended the minimum number of course hours required by International Recognized Diploma or Certificate course will not be allowed to sit for their relevant examination. 任何學員的出席率如未能達到國際文憑/證書考試局之要求，將不獲準參與考試。
  - v. Fees are neither non-refundable nor transferable if a student misses any lessons or does not complete the course. 如學員缺課或未能完成該項課程，所有繳交之款項皆不獲退還或轉讀其他課程。
  - vi. Students must collect their Diplomas or Certificates within 4 weeks upon the notification from the staff of our Academy. Otherwise, they will be disposed of without further notice. 學員必須於獲得本學院職員通知日期起計的四星期內回校領取文憑/證書，否則文憑/證書將被處理而不作另行通知。
  - vii. Students who fail either the MOCK or International Recognized Diploma or Certificate course examination must adhere to the arrangement of the Academy in order to re-sit the MOCK or International Recognized Diploma or Certificate courses. 如學員在校內模擬考試或國際文憑/證書考試不合格，學員需要跟隨學院之安排方可作重考。
  - viii. Students who need to re-sit the examination regarding the International Recognized Diploma or Certificate course are required to pay for the examination fee. 如學員須要重考有關國際文憑/證書課程，學員必須繳付考試費用。
- 4) Frederique Academy reserves the right to amend the terms & conditions without prior notice. All disputes will be subject to the final decision of Frederique Academy. Frederique Academy 保留所有修改條款及細則之權利而不作另行通知。如有任何爭議，Frederique Academy 將保留最終之決定權。

I understand and agree the above terms and conditions, and I hereby declare that the information I provided are correct. 本人明白及同意以上條款及細則，並聲明以上提供的資料正確無誤。

Signature of Applicant 申請人簽署：\_\_\_\_\_

Date 日期：\_\_\_\_\_

**How did you know Frederique Academy? 你從何種途徑得知 Frederique Academy?**

<input type="checkbox"/> Magazine 雜誌	<input type="checkbox"/> Newspapers 報章	<input type="checkbox"/> Internet 互聯網
<input type="checkbox"/> TVC 電視廣告	<input type="checkbox"/> Referral 被推薦人	<input type="checkbox"/> Others (Please specify) 其他(請註明)

**Office Use only:**

**Details of the Completed Courses of the Applicant 學員成功修畢之課程:**

Date 日期	Name of the Diploma or Certificate Course(s) 修讀證書之課程	Signature 簽署	Remarks 備註

<b>Accepted: yes / no</b>	<b>Handled by:</b>	<b>Staff ID:</b>
<b>Student ID:</b>	<b>Staff's Signature:</b>	<b>Date:</b>