

## PARTICULARS OF APPLICANT (Please fill in name as it appears on your HKID card)

Name (Eng) : Mr./Ms./Miss (surname) \_\_\_\_\_ (given name) \_\_\_\_\_ (Chinese) : \_\_\_\_\_ 先生 / 女士 / 小姐

HKID No : \_\_\_\_\_ Date of Birth: (dd/mm/yyyy) \_\_\_\_\_

Mailing Address : \_\_\_\_\_

Company of Employment : \_\_\_\_\_ Position / Department : \_\_\_\_\_

E-Mail Address : (1) \_\_\_\_\_ (2) \_\_\_\_\_

Telephone (day-time) : \_\_\_\_\_ Mobile : \_\_\_\_\_ Fax : \_\_\_\_\_

Confirmation : Please specify how you would like to be notified:  By mail  By fax  By email (If not specified, we will notify you by Mail)

## PROGRAMME APPLIED FOR

Programme Code / Name : \_\_\_\_\_ Commencement Date (dd/mm/yyyy) : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## FOR DIPLOMA / CERTIFICATE APPLICANTS ONLY

Module Code	Module Name	Commencement Date

### Education History

Programme	Institution / Exam	Year of Graduation	Percentage of Completion(%)

Please "✓" this box if you want your application to be considered as mature student application. (Please refer to programme leaflet for details)

### Employment History

If employed, please list out your employment history and positions you have held, which you consider relevant to the course for which you are applying. You may include certified copies of relevant references from employers. (Please use separate sheet if necessary)

Company Name	Duration: From / to	Position	Full time / Part time

\* Please submit relevant qualification documents together with your application.

## PAYMENT METHOD

For a programme commencing within 7 working days at the time of enrollment, trainees are required to settle the programme fee by cash.

Cash Amount: HK\$ \_\_\_\_\_

Cheque (payable to "Vocational Training Council")

Cheque No.: \_\_\_\_\_

Credit Card

Card Number : \_\_\_\_\_



Expiry Date : \_\_\_\_\_ Amount: \_\_\_\_\_



Cardholder's Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

## USE OF PERSONAL DATA

I agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level may be used by the VTC and its member institutions for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions. (If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to peak@vtc.edu.hk or by fax to 2891 5707.)

## NOTES FOR APPLICANTS

1. Please use one form for each programme and photocopy the form if necessary.
2. If you pay the programme fees by cheque, please return the form to us by mail or in person with a crossed cheque (one cheque for one course) payable to "Vocational Training Council". If you pay the programme fees by credit card, please return the form to us by fax/ by mail/ in person.  
Fax: 2891 5707 Address: PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
3. If you choose to return the enrollment form and cheque payment to PEAK by fax or by mail, please call us at 2836 1906 to confirm our receipt of your application and payment.
4. All places are allocated on a first-come-first-served basis. Incomplete forms and forms received without payment will be regarded as unsuccessful applications.
5. Applicants/Trainees must read carefully and observe the Programme Administration Guidelines stipulated in PEAK's Programme Prospectus. The Programme Administration Guidelines are also available from PEAK Office and on PEAK Website.
6. CPD/CPT credits will be deducted for late trainees on a pro-rata basis. MPFA & SFC credits will be given only when students attend more than 80% of the programme. Minimum unit of above mentioned credits is 0.5 credit. Lateness or early leave which is less than 0.5 hour will still be counted as 0.5 hour (according to PEAK's clock).

## CONTINUING EDUCATION FUND (CEF)

Apply for CEF\* (Please submit with CEF application form and HKID card copy at least 10 working days before commencement of course. No late submission will be accepted)

CEF Applied / Not applying CEF\*

### Where did you learn about this course?

Yahoo  Google  PEAK Website  Email  Leaflet

Prospectus  Friend  Newspaper/Magazine (Name: \_\_\_\_\_)

Education Expo

Other \_\_\_\_\_

## CONTACT METHOD

For all further notice (e.g. Class reschedule), we will contact you by email. Students without email will be contacted by phone.

## DECLARATION

1. I declare that all information provided in this enrollment form is, to the best of my knowledge, accurate and complete.
2. I acknowledge and agree that my personal data will be used by PEAK for enrollment, programme and administrative purposes.
3. I acknowledge and agree that PEAK may check my ID card to verify my identity while I am participating in CPD/CPT programme.
4. I understand that I should provide as much information to PEAK as I can so that my application can be processed efficiently.
5. I acknowledge and agree that PEAK may determine my lateness and early departure from a programme according to PEAK's clock. I also agree to Point 6 of the Notes for Applicants which defines the circumstance for deduction of CPD, SFC and MPFA credits.
6. The programme fees paid are non-refundable, except for cases of unsuccessful applications and programme cancellation. Fees paid and places enrolled are not transferable, and request for programme swapping will not be entertained.

I have read, understood and agreed to follow PEAK's rules and guidelines stipulated in "Programme Administration Guidelines", "Notes to Applicants", and "Declaration", and PEAK's policy on handling applicants' personal data.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_