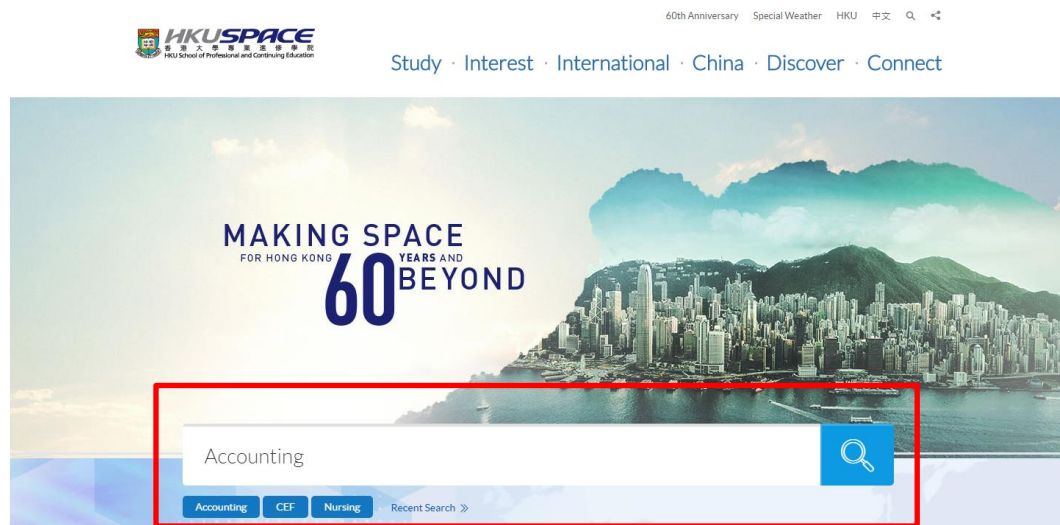


Online Enrolment and Payment (Award-bearing Programme)

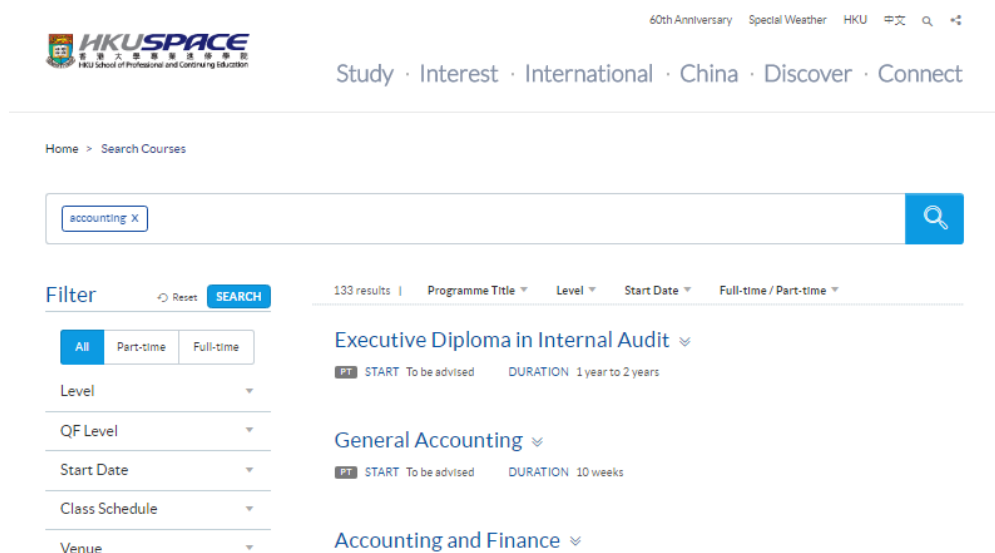
Student Guide: Online Enrolment and Payment for Award-bearing Programme

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'

The screenshot shows the HKU SPACE website for the 'Accounting and Corporate Governance' program. The page includes the HKU SPACE logo, navigation links, and a prominent 'APPLY NOW' button highlighted with a red box. Below the button, there is a table with course details and a sidebar with additional information.

COURSE CODE AC004A	STUDY MODE Part-time
APPLICATION CODE 15S5-AC004A	START DATE 02 May 2018 (Wed)
QF LEVEL ▶	NEXT INTAKES May-2018, Sep-2018, Jan-2019
FINANCIAL ASSISTANCE ▶	DURATION 1 year to 5 years
	LANGUAGE English

ENQUIRIES
2867 8469
2858 4750
pgdpe@hkuspace.hku.hk

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

Application Instruction 申請指引

1. Applicants are reminded that they should only apply for the same programme /course once through counter or online application.
2. Applicants should not leave the application idle for more than 10 minutes. Otherwise, applicants must restart the application process.
3. Only S-MILES and Early Bird Discount are supported in Online Applicants (Application). To enjoy other types of discount, please visit one of our enrolment centres.
4. You will receive an email confirmation if your application is successful

1. 申請人應注意，不論親身或網上報讀，相同的課程/科目只可提交一次申請。
2. 申請人不應閒置申請超過10分鐘。否則，申請人必須重新開始整個申請程序。
3. 網上報名只支援「學習里程獎勵計劃」和「提早報讀優惠」。如需享用其他報讀優惠，請親臨學院的報名中心報名。
4. 若課程申請成功，閣下將收到電郵確定通知。

NEXT 下頁 >>

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

Application Details 申請詳情

A B C D E F

You have selected the following programme/course for enrollment:
你已選讀以下課程/科目:

Term 學期	2017/18 May
Programme 課程	AC004A Postgraduate Diploma in Professional Accounting

NEXT 下頁 >>

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

Personal Particulars 個人資料

A B C D E F

Please enter your H.K.I.D./Passport number and Date of Birth which is required for student record purposes. If you are our current student or alumnus, we will retrieve your personal data from the system for registration. Applicants to award-bearing programmes are required to present their H.K.I.D./passport for verification in subsequent screening process.
請輸入香港身分證/護照號碼和出生日期以作學員記錄之用。如果閣下是本院學生或舊生，學院會用閣下在系統已有的個人資料作註冊用途。學歷頒授及專業課程的申請人須於審核過程出示身分證/護照以供本學院核對之用。

*H.K.I.D./Passport H.K.I.D 香港身分證 Passport 護照號碼
香港身分證 / 護照號碼

Holders of H.K.I.D card must fill in their H.K.I.D No.
香港身分證持有人必須填寫香港身分證號碼

*H.K.I.D./Passport Number
香港身分證/護照號碼
e.g. Brackets are not required. For example, enter A1234567 for A123456(7)
無須輸入括號。例如 A123456(7)，請輸入A1234567

*Date of Birth 
出生日期
e.g mmdyyy e.g. 月月日日年年

*Validation Code
驗證碼
  

<< 返回 BACK NEXT 下頁 >>

7a) For New Applicant:

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

Personal Particulars 個人資料

A B C D E F

*Name Prefix
稱謂

*Last Name
英文姓氏 e.g. CHAN

*First Name
英文名字 e.g. Tai Man

Name in Chinese
中文姓名 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 must fill in their H.K.I.D No.
香港身分證持有人必須填寫香港身分證號碼

H.K.I.D./Passport
Number
香港身分證 / 護照號碼
e.g. Brackets are not required. For example, enter A1234567 for A123456(7)
無須輸入括號。例如 A123456(7)，請輸入A1234567

Nationality
國籍

Date of Birth
出生日期

*Mobile Phone No.
流動電話

*Email Address
電郵地址

*Permanent HK
Resident
香港永久性居民 Yes 是 No 否 [Notes to Non-Local Applicants \(非本地申請人注意事項\)](#)
If 'No', see Notes to Non-Local Applicants
如填寫「否」，請細閱非本地申請人注意事項

<< 返回 BACK NEXT 下頁 >>

ii) Fill in Additional Information and click 'Next'.

Additional Information 附加資料

R B C D E F

Correspondence Address 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 HK

*Area Code 地區編號 H

Emergency Contact Person 緊急聯絡人

*Contact Person 聯絡人 Chan Tai

*Mobile Phone 流動電話 97654321

In case of emergency, we may need to contact your family or friend. Please suggest.
If you wish to include more than one emergency contact, please contact our office after application.
在緊急情況下，學院可能需要聯絡閣下的家人或朋友。請在此填寫。
如欲加入超過一個緊急聯絡資料，請在申請過後與學院職員聯絡。

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7b) For Existing Applicant:

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

Personal Particulars 個人資料

A B C D E F

We have your student record in our system. Please indicate whether you would like to enrol using your existing personal information or fill in your information again.

資料顯示你曾報讀學院課程。你可選擇以已儲存的個人資料報名或選擇更新。

Phone No. *****678
電話號碼

Email Address tes *@*****
電郵地址

Your personal information is partly shown for security reason.
基於網上保安只顯示部分資料。

If you need to update your personal information, please check the box in the below option.
如你需要更新你的個人資料，請在下列選項填上剔號。

I would like to fill in or edit my personal information
我要更新個人資料。

<< 返回 BACK NEXT 下頁 >>

(Steps ii and iii are for editing personal information)

ii) Fill in the updated information and click “Next”.

Personal Particulars 中文內容

A B C D E F

Please update as appropriate in the following fields. If you need to update key personal information such as name, please contact our programme staff.
請依照需要更新以下資料。如閣下需要更新重要個人資料例如姓名，請聯絡我們的課程組。

H.K.I.D./Passport Number P981080(7)
香港身分證/護照號碼

Date of Birth 06/04/1989
出生日期

Phone No.
電話號碼

Email Address
電郵地址

Field left empty will be assumed as no updates.
留空的欄位將不會被更新。

<< 返回 BACK NEXT 下頁 >>

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

Additional Information 附加資料 A B C D E F

Correspondence Address 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:

Please leave all fields empty if you do not wish to update your address. 如閣下不需要更新地址, 請把地址欄留空。

8) Fill in “Test Results” (if any) and click ‘Next.

Test Results 考試成績 A B C D E F

Find | View All First **1** of 1 Last

Test ID 考試代號: + -

The spy glass function provides further options to help your search on the Test ID. If you cannot find it after searching, please input/select “OTHERS” in this field, and input the test component in the space provided. 請按放大鏡搜尋你的考試代號。如未能找到有關代號, 請輸入“OTHERS”, 再在新增的位置輸入你的考試項目。

Other: Please specify 其他: 請註明

Test Component 考試項目				First 1 of 1 Last
#	Component 項目	Description 詳細資料	Test Date 考試日期	Score 成績
1	<input type="text"/> <input type="button" value="🔍"/>		<input type="text"/> <input type="button" value="📅"/>	<input type="text"/> + -

Please click “+” or “-” sign on the right to add/remove multiple test(s) or test component(s)
請點擊“+”或“-”以添加 / 刪除多項考試或考試項目

- 9) Fill in “Qualifications” by clicking the spy glass. Select “contains” beside “Description, and fill in your school name and click “Look up”. After fill in all required information, click ‘Next’.

Qualifications 學歷

R B C D E F

View All First 1 of 1 Last

*Awarding Body 頒授學歷機構 

The spy glass function provides further options to help your search on the awarding body of your qualification. If you cannot find it after searching, please input/select “OTHERS” in this field, and input the name of the awarding body of your qualification in the space provided.
請按放大鏡搜尋你的學歷頒授機構。如未能找到有關機構，請輸入“OTHERS”，再在新增的位置輸入你的學歷頒授機構名稱。

Other: Please specify
其他: 請註明

*Academic Award 頒授學歷 *Result 成績 *Date of Award 頒授日期

<< 返回 BACK NEXT 下頁 >>

Look Up *Awarding Body

External Org ID: begins with

Organization Type: begins with

Description: contains

Report Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Organization Type	Description	Report Description
SECS	ROSARYHILL SCHOOL	ROSARYHILL SCHOOL
SECS	SKH TANG SHIU KIN SEC SCHOOL	SKH TANG SHIU KIN SECONDARY SCHOOL
SECS	ST. FRANCIS' CANOSSIAN COLLEGE	ST. FRANCIS' CANOSSIAN COLLEGE
SECS	ST. PAUL'S SECONDARY SCHOOL	ST. PAUL'S SECONDARY SCHOOL
SECS	TRUE LIGHT MIDDLE SCHOOL OF HK	TRUE LIGHT MIDDLE SCHOOL OF HONG KONG

10) Fill in “Employment Information” (if any) and click ‘Next’.

Employment Information 就業資料

A B C D E F

Find | View All First 1 of 1 Last

Name of Company 機構名稱	Position 職位	Part Time/Full Time 兼職 / 全職	Start Date 入職日期	End Date 離職日期
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please click "+" or "-" sign on the right to add/remove multiple records
請在右方點擊“+”或“-”以添加 / 刪除多項記錄
If employment is on going, please leave "End Date" empty
如果是現任職位，請將“離職日期”留空

<<返回 BACK NEXT 下頁>>

11) Add attachment (if any) and click ‘Next’.

Attachment 附件

A B C D E F

Please upload the soft copy of any required document (e.g. proof of qualification) as indicated on the programme webpage. Only file format in doc, docx, jpg and pdf are supported.
請上傳課程網頁中指定所須文件(如學歷證明)。只支援doc, docx, jpg 和 pdf 格式。

File Upload 已上傳檔案 Find | First 1 of 1 Last

Attached File 已上傳附件	Add Attachment 加入附件
1	Add Attachment

<<返回 BACK NEXT 下頁>>

- 12) Choose whether to require special assistance or to join alumni (These check boxes are optional). And click 'Next'.

Other Information 其他資料

A B C D E F

**1. Equal Opportunities for Learning at HKU SPACE
香港大學專業進修學院的平等學習機會**

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.

學院的方針就是為所有人士提供平等的學習機會。為了配合學生的需要，請在此報名表上註明你是否需要特殊的幫助。如有需要，學院將聯絡閣下，以獲取更多相關資料及提供更完善的服務。

I need special assistance, please contact me for arrangements. 我需要特別協助，請聯絡我以作適當安排。

2. HKU SPACE Alumni 香港大學專業進修學院校友

All new enrolled students in the School will automatically receive a lifelong learner card which serves as the student card. It also confers eligibility to become an alumnus of HKUSPACE.

本學院的註冊學生將自動獲發終身學員證為學生證。持證人可成為香港大學專業進修學院校友。

If you DO NOT WISH to be an alumnus, please check this box.
如閣下不想成為校友，請在方格內填上別號。

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13) Read 'Statement on Collection of Personal Data' and click 'Next'.

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

A B C D E F

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 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 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. Personal data collected arising from any payment for this application may be retained as statutorily required and for processing refund, if necessary.
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.
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 to HKU SPACE.
7. 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>).
8. 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。
2. 在法例許可情況下，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，但亦可能會轉交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，申請人如不獲取錄，其個人資料將會被銷毀（如申請人表明願意接收學院的推廣訊息，申請人的聯絡資料及同意接收學院推廣訊息的記錄將保留作此等用途），獲取錄者的個人資料會被留作學生紀錄，只有香港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資料，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，則按法例規定留作相關用途，以及退款處理之用（如需要）。
4. 如獲取錄，申請人需呈交彩色近照一張以作學生證明之用。
5. 在緊急情況下，學院將向學生發放電語短訊，或在有需要時以其他方式，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。如閣下對接收電語短訊通知遇有困難，請聯絡課程組，以便作適當安排。
6. 根據個人資料（私隱）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，請填寫指定表格並交回本學院個人資料私隱主任。本學院將會酌情收取行政費用，如欲更改一般個人資料，請填寫「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詳情，請參閱本學院的課程手冊或網頁 (<http://hkuspace.hku.hk/cht/policy-statement/privacy-policy>)。
8. 本學院作為香港大學的一部分，大學的收集個人資料聲明亦適用於本學院，詳情請參閱 (<http://www.aal.hku.hk/admissions/documents/pics.pdf>)（只提供英文版本）。

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

Use of Personal Data related to Direct Marketing 個人資料用作直接銷售

A B C D E F

Use of Personal Data related to Direct Marketing 個人資料用作直接銷售

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. This will also include 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. Occasionally information from our parent University and fellow HKU subsidiaries may also be sent. Various communication channels will be employed such as direct-mail, email, mobile phone and other forms of social media, 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.

申請人提供的個人資料(包括姓名、聯絡方法及其他資料如曾報讀的課程、畢業年份等)將用作與學院溝通渠道，學院將透過信件、電子郵件、流動電話和其他社交媒體等為申請人、學員和校友送上學院的最新課程資料及推廣訊息，這些資訊亦將包括學院講座及活動、折扣優惠、診所服務、校友會活動、校友會會員尊享優惠、校友聯誼及籌款活動等，當中亦可能包括香港大學或其附屬機構的不定期資訊。閣下可隨時以書面或電郵方式向學院申明是否願意繼續接收有關資訊。

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.

如不欲收到任何透過上述渠道發出的資訊，包括折扣優惠，請在方格內填上剔號。

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

General Notes to Applicants 一般注意事項

A B C D E F

1. 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".
3. 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.
5. 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.
7. Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).
8. 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、學費和所需的證明文件，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. 如報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)繳付學費。
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，學院將不作另行通知。
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。學院將在截止報名日期後儘快通知申請者是否獲得取錄。落選的申請人將獲退還已繳交的學費。
6. 如在開課前三天仍未知悉上課地點，請與課程組聯絡。
7. 除特殊情況（例如課程因報名人數不足而被取消）及法例規定外，一切已繳費用，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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16) **Read ‘Declaration’ and check the box to accept the agreements. Click ‘Next’.**

Declaration 聲明

A B C D E F

1. I declare that all information given in this online application 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.

1. 本人聲明本申請表及附隨文件所載一切資料，依本人所知均屬正確，並無遺漏。
2. 本人授權香港大學專業進修學院向相關機構查閱有關本人申請課程所列出的學歷及專業資格。
3. 本人同意如本人註冊入學，當遵守大學及學院的規例。

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).

本人已細閱，明白並同意以上注意事項、收集個人資料聲明及有關香港大學專業進修學院在處理個人資料(私隱)的守則。

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

Payment Information 繳交學費

A B C D E F

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 identity. Otherwise your online payment cannot be processed. Should you encounter any problem, please contact your credit card issuing bank.

你已填寫報名資料，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、萬事達卡或網上繳費服務繳付。如使用VISA或萬事達卡付款，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。過程中如遇上任何問題，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.

免責聲明
本學院為學業開設的其中一些課程提供在線服務的平台，雖然本學院會力求在有關網頁上刊載的資訊正確和合時，但本學院卻不能為這些資訊作出任何明確或隱含的保證，本學院尤其不會保證下列各項：資訊並無侵犯版權，資訊可安全使用、資訊準確、資訊適合任何目的、資訊不含電腦病毒等。

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遞的失誤、延誤、中斷、中止、或限制；（2）從付款的網關傳遞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關相關的原因，包括未獲授權進入、資料傳遞的改動、任何非法行為等。

以上中文本純作參考之用，如內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.

免責事項
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、易辦事、支票或繳費額（只限網上付款）方式繳交之款項，將以支票退款；以信用卡繳交之款項，退款將直接退還到支付款項時使用的信用卡戶口。

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

Payment Information 付款詳情

A B C D E F

**Please confirm the below application details
請確認以下報讀資料**

Term 學期 2015/16 March

Programme 課程 AC004A
Postgraduate Diploma in Professional Accounting

**Please confirm the below payment details.
請確認以下付款資料**

Item Description 付款項目	Payment Amount 付款數目
Application Fee	200.00
Total 總額	HKD 200.00

Your Payment of HKD (200) will be collected through our secured third party payment service provider 你所繳付的HKD 200 將透過第三方付款平台進行交易

Please select payment method 請選擇繳費途徑 Credit Card ▾

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19) 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.

The screenshot shows the JETCO Payment Gateway interface. At the top, it features the BEA 東亞銀行 logo and the JETCO Payment Gateway logo with the tagline "The Secure Way to Pay". Below the header, a message states: "You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd. Your payment instruction will be securely transmitted to the bank for authorisation." The main section is titled "Transaction Details" and lists the following information: Merchant Name: HKU Space, Amount: 850.00, Currency: HKD, and Invoice Number: ICR1000042771. Below this is the "Credit Card Information" section, which includes a prompt: "Please enter your credit card information below and press 'Proceed' for payment." The form fields are: Credit Card Number (four input boxes with dashes), Expiry Date (Month and Year dropdown menus), and CVV2 (VISA) / CVC2 (MasterCard) (a single input box). There are "Proceed" and "Cancel" buttons, along with logos for "VERIFIED by VISA" and "MasterCard SecureCode". At the bottom, there is a note: "If you have any question regarding the transaction, please contact the merchant directly." and a footer with the text "Use of this service is subject to the following Terms of Service and Privacy Policy." and the JETCO logo.

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

The screenshot shows the PPS payment interface. At the top, there is a logo with the text "PAY IT YOUR WAY! Pay it your way! Pay it your way!". Below the logo, a message states: "You must read the Terms and Conditions, Legal Disclaimer & Copyright Notice and Personal Information Collection Statement listed below before clicking 'Submit' for payment." There are links for "Terms and Conditions", "Privacy Policies", and "Disclaimer". The form fields are: Merchant Name: HKU SPACE, Reference Number: IPG000006557, Amount (HK\$): 1030.00, 8-digit PPS Account Number: 66688888 (with a note "(PPS Account Name is not applicable here)"), and PPS Internet Password: a masked input field. There are "Submit" and "Cancel" buttons. At the bottom, there is a note: "*If you are not a PPS user yet, please set up your PPS Account at any nearby PPS Registration Terminal. For details, please click [here](#)."

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

Payment Confirmation 付款確認

Term 學期: 2015/16 March
 Programme 課程: AC004A Postgraduate Diploma in Professional Accounting

Applicant Number 申請人編號: 10000438
 Payment Confirmation No. 付款確認號碼: SCR00004106
 Transaction Status 交易狀況: Approved
 Amount 總額: HKD200.00

Currency used is Hong Kong Dollar.
 使用貨幣為港幣

A confirmation email has been sent to your email account.
 確認電子郵件已經發送到閣下的電子郵件帳戶

Due to system lag between payment and application submission, this payment does not guarantee successful admission. In case of unsuccessful submission, our programme staff will approach you shortly.
 由於付款和課程申請系統有時差，成功付款並不保證成功被錄取。任何不成功的申請，學院職員將儘快與閣下聯絡。

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From: [REDACTED] Sent: 11/4/2018 (星期三) 16:05
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: Payment Confirmation Email 付款確認電郵

Payment Confirmation 付款確認

Name 姓名: WU A MAN
 Applicant Number 申請人編號: 10000839
 Institution 機構: SPACE
 Term 學期: 2015/16 March
 Programme 課程: AC004A Postgraduate Diploma in Professional Accounting
 Class Number 班別: 0
 Payment Status 付款狀況: Approved
 Payment Method 付款方法: Online PPS Payment
 Payment Confirmation No. 付款確認號碼: UAT1SPG00000367
 Payment Date 付款日期: 23-Jan-2017

Payment Item Description 付款項目	Payment Currency 付款貨幣	Payment Amount 付款數目
Application Fee	HKD	200
Total 總額	HKD	200

Please note that this is NOT an official receipt. 請注意這並不是官方收據

During the online application process, asynchronous application and payment submission may occur. Successful payment may not guarantee successful application submission. In case of unsuccessful submission, our programme staff will contact you shortly.
 在網上報名過程中，可能數個申請或付款同時出現。因此，成功付款並不能確保成功報讀該課程。任何不成功的申請，學院職員將儘快與閣下聯絡。

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

Survey 問卷調查

A B C D E F

To help us understand your learning needs, please answer the following questions. Please note that the information you provide may be used to assist the School's research in continuing education. This part of the form is optional.
為使本學院了解學員的學習需要，請填寫以下問卷。你所提供的資料，可能作為本學院對持續教育研究之用。學員可根據個人意願決定填寫與否。
Please tick the appropriate boxes. 請在適當的方格加上剔號。

1 Your highest education level achieved 你的最高學歷程度：
Please select ONE only 選擇其中一項

Below Secondary 5 (HKCEE) 中五 (香港中學會考) 以下
 Secondary 5 (HKCEE) or equivalent 中五 (香港中學會考) 或同等程度
 Secondary 6 – 7 (HKAL) or equivalent 中六 – 中七 (香港高級程度會考) 或同等程度
 Secondary 6 (HKDSE) or equivalent 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 / Postgraduate diploma 深造證書 / 深造文憑
 Master's degree 碩士學位
 Doctorate degree 博士學位

2 What are the most important factors for your choosing of the present course at HKU SPACE? 你選擇在香港大學專業進修學院修讀此課程，最重要的因素是什麼？
Please select the 3 most important factors and rank them from "1" to "3", with "1" as the most important. 請選擇 3 個最重要因素並以 1 至 3 進行排列，以 1 為最重要

Good reputation of the institution 機構有良好聲譽
 A variety of courses to choose 有多種課程可供選擇
 High academic quality of the courses 課程的學術質素高
 Qualification awarded are widely recognised 學歷被社會廣泛承認
 Good quality of teaching staff 導師質素高
 Good teaching and learning facilities 教學設備完善
 Convenient locations of learning centres 上課地點方便
 Reasonable course fees 學費合理
 Others 其他 Please specify here 請列明

7 Monthly personal income 個人每月收入：
Please select ONE only 選擇其中一項

\$0 - \$9,999
 \$10,000 - \$14,999
 \$15,000 - \$19,999
 \$20,000 - \$29,999
 \$30,000 - \$39,999
 \$40,000 - \$49,999
 \$50,000 or above 或以上

End 問卷完
Thanks 謝謝 Submit