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”**.

**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. 申請人不應離開申請懷超過10分鐘。否則，申請人必須重新開始整個申請程序。
3. 網上報名只支持「學費早鳥折扣計劃」和「提早報讀優惠」。如享其他報讀優惠，請親臨學院的報名中心報讀。
4. 若申請申請成功，會接獲電子確認通知。
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’.

<table>
<thead>
<tr>
<th>Personal Particulars</th>
<th>個人資料</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Name Prefix 稱謂</td>
<td>MR</td>
</tr>
<tr>
<td>*Last Name 英文姓氏</td>
<td>CHAN e.g. CHAN</td>
</tr>
<tr>
<td>*First Name 英文名字</td>
<td>Tai Man e.g. Tai Man</td>
</tr>
<tr>
<td>Name in Chinese 中文姓名</td>
<td>陳大文 e.g. 陳大文</td>
</tr>
<tr>
<td>H.K.I.D./Passport 香港身分證/護照號碼</td>
<td></td>
</tr>
<tr>
<td>Holders of H.K.I.D. card must fill in their H.K.I.D. No. 香港身分證持有者必須填入香港身分證號碼</td>
<td></td>
</tr>
<tr>
<td>H.K.I.D./Passport Number 香港身分證/護照號碼</td>
<td>A1234567 e.g. Brackets are not required. For example, enter A1234567 for A1234567(7) 無需填入括號。例如 A1234567(7)，於輸入 A1234567</td>
</tr>
<tr>
<td>Nationality 國籍</td>
<td>HKG</td>
</tr>
<tr>
<td>Date of Birth 出生日期</td>
<td>11/01/1986</td>
</tr>
<tr>
<td>*Mobile Phone No. 電話</td>
<td>91234567</td>
</tr>
<tr>
<td>*Email Address 電郵地址</td>
<td><a href="mailto:chan@gmail.com">chan@gmail.com</a></td>
</tr>
<tr>
<td>*Permanent HK Resident 香港永久性居民</td>
<td>Yes 是 e.g. Notes to Non-Local Applicants (非本地申請人注意事項) No 否</td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

<< BACK NEXT 下頁 >>
ii) Fill in Additional Information and click ‘Next’.

<table>
<thead>
<tr>
<th>Additional Information 附加資料</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Correspondence Address 通訊地址</strong></td>
</tr>
<tr>
<td><strong>Country 國家</strong></td>
</tr>
<tr>
<td><strong>Address Line 1 地址行列 1</strong></td>
</tr>
<tr>
<td><strong>Address Line 2 地址行列 2</strong></td>
</tr>
<tr>
<td><strong>Address Line 3 地址行列 3</strong></td>
</tr>
<tr>
<td>*<strong>District 地區</strong></td>
</tr>
<tr>
<td>*<strong>Area Code 地區號碼</strong></td>
</tr>
</tbody>
</table>

| **Emergency Contact Person 緊急聯絡人** |
| **Contact Person 聯絡人** | Chan Tai |
| ***Mobile Phone 流動電話** | 97554321 |

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.

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.
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”.

<table>
<thead>
<tr>
<th>Additional Information 附加資料</th>
<th></th>
</tr>
</thead>
</table>

**Correspondence Address 通訊地址**

<table>
<thead>
<tr>
<th>Country</th>
<th>HKG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>Area Code</td>
<td></td>
</tr>
</tbody>
</table>

Please leave all fields empty if you do not wish to update your address. 如無更改地址，請把地址欄位留空。

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8) **Choose whether to require special assistance or to join alumni (These check boxes are optional).** And click ‘Next’.

<table>
<thead>
<tr>
<th>Other Information</th>
<th></th>
</tr>
</thead>
</table>

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有學生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別的幫助。如有需要，學校將聯絡你，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. 我需要特別協議，請與我聯繫作出安排。

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，並享有成為香港大學專業進修學院校友的資格。

☐ If you DO NOT WISH to be an alumnus, please check this box. 如願不成為校友，請在方格內填上對號。
9) Read ‘Statement on Collection of Personal Data’ and click ‘Next’.

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Statement on Collection of Personal Data

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 arrangements.

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).

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Please note: The page number mentioned in the image is 10, but the content seems to be incomplete. The text is focused on the statement regarding the collection of personal data and instructions for action.
10) 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

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.

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.

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.

[Unsubscribe box]

<<Back Next>>
11) **Read ‘General Notes’ and click ‘Next’**.

### General Notes to Applicants 一般注意事項

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. 閱讀課程，請親往學校各報名中心，呈交填好的報名表格、學費和所需的證明文件，或以郵遞方式，寄「香港
   <br>專科學院香港大學專業進修學院3樓304室香港大學專業進修學院」註明「報讀課程」。

   2. 如欲報讀文憑或學士文凭，需填寫書名「香港大學專業進修學院」。

   3. 如報讀的短期課程報讀在即，學校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課點上課。除特殊情況
   <br>外，學校將不作另行通告。

   5. 如未獲錄入學，則正式收據並不可作為閣下已獲錄取的證明。學院將在截止報名日期後通知申請者是否獲
   <br>得錄取。獲錄的申請人將獲邀請已獲錄取的學位。

   6. 如在開課前3天仍未獲悉上課地點，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，一切已辦費用，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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12) Read ‘Declaration’ and check the box to accept the agreements. Click ‘Next’.

Declaration
声明

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，並無虛假。
2. 本人同意香港大學專業進修學院可就申請課程所列出的學歷及專業資格，向有關部門查詢。
3. 本人同意如本人註冊入學，會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).

本人已經閱讀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處理個人資料的守則。
13) Read ‘Payment Information’ and click ‘Next’.

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.

You have seen the reminder, you must also complete the online application in English, to confirm that you understand the application, you can contact the ‘Verify by VISA’ or ‘MasterCard SecureCode’ to ensure that your online payment is completed. If you face any difficulty, please check the card guidance.

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/magnetic stripe card or another 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) any unauthorized access to or alteration of the transmission of data or any unlawful act not permitted by the law.

免责聲明
本學提供網頁平台，讓學生於網上提交申請。學生於網上提交申請時，必須確保所提交的資料正確無誤。若資料有誤，學生必須於申請時及時更正。若學生未能提交正確無誤的資料，本學有權拒收學生的申請。

重要提示
請務必於申請時詳細填寫資料，並確保資料的正確性。若資料有誤，學生必須於申請時更正。若學生未能提交正確無誤的資料，本學有權拒收學生的申請。
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.

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.

<table>
<thead>
<tr>
<th>Term</th>
<th>2015/16 January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Equity and Technical Analysis</td>
</tr>
<tr>
<td>Course Code</td>
<td>FINA 0010</td>
</tr>
<tr>
<td>Class Section</td>
<td>1138</td>
</tr>
<tr>
<td>Applicant Number</td>
<td>10008674</td>
</tr>
<tr>
<td>Transaction Status</td>
<td>Approved</td>
</tr>
<tr>
<td>Amount</td>
<td>HKD 1100</td>
</tr>
</tbody>
</table>

Currency used is Hong Kong Dollar.

A confirmation email has been sent to your email account. It is a security precaution to send the transaction details to the registered email address.

Due to system log between payment and application submission, this payment does not qualify as successful submission. In case of unsuccessful submission, our programme staff will approach you shortly.

Please review the payment details and any relevant application documents. If you have any questions, please contact the programme office.
Upon completion of payment, please proceed to survey by clicking 'Next'. After completing the survey, click 'Submit'.

Survey

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.

1. Your highest education level achieved.

   Please select ONE only.

   □ Below Secondary 5 (HKCEE) or equivalent.
   □ Secondary 5 (HKALE) or equivalent.
   □ Secondary 6-7 (HKAL) or equivalent.
   □ Associate degree / sub-degree / certificate / diploma.
   □ Bachelor's degree.
   □ Postgraduate certificate / Postgraduate diploma.
   □ Master's degree.
   □ Doctorate degree.

2. What are the most important factors for your choosing of the present course at HKU SPACE?

   Please select the 3 most important factors and rank them from "1" to "3", with "1" as the most important.

   □ Good reputation of the institution.
   □ A variety of courses to choose from.
   □ High academic quality of the courses.
   □ Good teaching and learning facilities.
   □ Convenient locations of learning centers.
   □ Reasonable course fees.
   □ Others.

7. Monthly personal income.

   Please select ONE only.

   □ $0 - $9,000.
   □ $10,000 - $14,000.
   □ $15,000 - $19,000.
   □ $20,000 - $24,000.
   □ $25,000 - $29,000.
   □ $30,000 - $34,000.
   □ $40,000 - $46,000.
   □ $50,000 or above.

End

Thanks.