

SPACE BUSINESS ENGLISH COURSE ENTRY TEST APPLICATION FORM

Programme Code : ZESC8010B
General Enquiries : 3762 0929 / 2975 5880

Eligibility

Holders of the following gain direct entry, that is, you do not have to take the Business English Entry Test:

Course Results	Diploma in Business English	Certificate in Business English	Certificate in Business English Usage (Foundation)
HKU SPACE qualifications	<ul style="list-style-type: none"> Certificate in Business English with Merit/Distinction Certificate in General English (Advanced) with Merit (Credit) / Distinction 	<ul style="list-style-type: none"> Foundation Certificate in Business English Usage with Merit (Credit) / Distinction Certificate in General English (Intermediate) with Merit (Credit) / Distinction 	<ul style="list-style-type: none"> Certificate in General English (Introductory)
HKALE	Use of English Grade D	Use of English Grade E	—
HKDSE	English Language Level 4	English Language Level 3	English Language Level 2
HKCEE	English Language Level 4 / (Syl B) Grade C / (Syl A) Grade A	English Language Level 3 / (Syl B) Grade D / (Syl A) Grade B	English Language Level 2 / (Syllabus B) Grade E / Grade C (Syl A)
IELTS	6	5.5	—

Applicants who do not meet the above requirements have to take the 90-minute SPACE Business English Course Entry Test. There is a non-refundable fee of \$200 for taking part in the test. Please note that ONLY one entry test sitting is necessary for admission to more than one course/module.

Test Schedule

Please ✓ one only	Application Code	Date	Time	Venue
		*18 Jul 2020 (Sat)	10:30 am	Room 310, Admiralty Learning Centre
	1840-1305NW	21 Aug 2020 (Fri)	7:00 pm	Room 1401, Fortress Tower Learning Centre

* Enrol on the same day and enjoy Fee Waiver. [Please prepare a cheque (payable to "HKU SPACE") for the Business English Entry Test Fee and bring it to the test venue on the test day. The Fee (\$200) will be refunded to those who enrol into a Business English course on the same day (18 Jul 2020).] Reserve seats by online registration: <https://www.hkuspace.hku.hk/event/20200718/hku-space-business-english-day-2020-07-18>.

Application

Application can be made in person at any of the HKU SPACE Learning Centre Enrolment Counters (see overleaf), or by post to: Ms Jasmine Chiu, 11/F Fortress Tower, 250 King's Road, North Point, Hong Kong

Please submit the following:

- your completed application form
- copies of relevant certificates
- a crossed cheque/bank draft made payable to "HKU SPACE" covering the English Entry Test fee

Name HKID ()

Mr / Ms (Please circle) (Name in full and in capitals as appeared on your HKID Card)

Telephone No Office Home Mobile

Signature _____ Date _____

Statement on Collection of Personal Data

- It is necessary for applicants to supply their personal data and to provide all the information requested in this application form, as otherwise the School may be unable to process and consider their examination/entry test results and their applications.
- 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, where applicable, marketing purposes. The data will be solely handled by HKU SPACE staff.
- When the processing and consideration of all the examination results and the applications have been completed: (a) the application papers of unsuccessful candidates will be destroyed; and (b) the application papers of successful candidates will serve as part of the applicants' official student records and will be handled by HKU SPACE staff. Note that for CEF refund purposes, the retention period is 7 years from course start date.
- 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 and email address that the applicant provides are accurate.
- 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.

Signature: _____ Date: _____

Please also complete this part.

Name Address (Please tick '✓' the course applied for) <input type="checkbox"/> Diploma in Business English <input type="checkbox"/> Certificate in Business English <input type="checkbox"/> Certificate in Business English Usage (Foundation)


Notes to candidates:

- Please bring along your HKID card and this receipt to take your entry test on the selected date and place. No further notification will be given by HKU SPACE.
- The HK\$200 application fee for taking the Business English Course Entry Test is **non-refundable** and will cover the cost of processing your exam. When validated by the machine this will also serve to acknowledge receipt of your application.

SPACE Business English Entry Test

Application (Entry Test for Placement to Business English Programmes)

1. Online Enrolment

Apply online by clicking the  **Apply Online** icon (found on the top left hand corner of the course webpage below the course title). Follow the instructions, select your preferred session, submit application and make payment.

2. In Person / By mail

Complete the [SPACE Business English Entry Test Application Form](#) found overleaf (the form is also downloadable from the Entry Test webpage). Either take or post the completed form, along with the appropriate processing fee, to any of the HKU SPACE enrolment centres. See list below.

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| A. HKU SPACE Campus Office
Room 304, 3/F T.T. Tsui Building,
The University of Hong Kong,
Pokfulam Road, Hong Kong (Exit A2, HKU MTR Station) | Weekdays : 8:30 a.m. – 6:00 p.m.
Saturdays : Closed
Telephone : 2975 5680 (Fax : 2546 3538) |
| B. HKU SPACE Admiralty Learning Centre
3/F Admiralty Centre, 18 Harcourt Road,
Hong Kong (access via the Shopping Arcade
escalators through Exit A, Admiralty MTR Station) | Weekdays : 8:30 a.m. – 7:30 p.m.
Saturdays : 8:30 a.m. – 5:30 p.m.
Telephone : 3761 1111 (Fax : 2559 4666) |
| C. HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) Campus
1/F HPSHCC Campus,
66 Leighton Road, Causeway Bay, Hong Kong | Weekdays : 9:00 a.m. – 5:30 p.m.
Saturdays : Closed
Telephone : 3923 7171 (Fax : 3923 7188) |
| D. HKU SPACE Fortress Tower Learning Centre
1/F Fortress Tower, 250 King's Road,
Fortress Hill, Hong Kong
(Exit B, Fortress Hill MTR Station) | Weekdays : 8:30 a.m. – 7:30 p.m.
Saturdays : Closed
Telephone : 3762 0888 (Fax : 2508 9349) |
| E. HKU SPACE Island East Campus
2/F 494 King's Road,
North Point, Hong Kong
(Exit B3, North Point MTR Station) | Weekdays : 8:30 a.m. – 7:30 p.m.
Saturdays : 8:30 a.m. – 5:30 p.m.
Telephone : 3762 0000 (Fax : 2214 9493) |
| F. HKU SPACE Kowloon East Campus
1/F 28 Wang Hoi Road,
Kowloon Bay, Kowloon
(Exit B, Kowloon Bay MTR Station) | Weekdays : 8:30 a.m. – 7:30 p.m.
Saturdays : 8:30 a.m. – 5:30 p.m.
Telephone : 3762 2222 (Fax : 2305 5070) |

Note: Enrolment counters are not open on Sundays or Public Holidays.

Processing Fee Payment

1. Online Payment

- a. **Credit Card Online Payment:**
Pay the processing fee by VISA or MasterCard via a secure online payment gateway.
- b. **PPS via the Internet:**
You will need a PPS account and a PPS Internet password. For information on how to open a PPS account and how to set up a PPS Internet password, please visit <http://www.ppschk.com>.

2. In Person / By Mail

Payment in person or by mail can be made by any of the following methods:

- a. In person:
 - i. Cash
 - ii. EPS
 - iii. VISA or Master Card, including HKU SPACE Master Card
 - iv. Crossed cheque
 - v. Banker's draft
- b. By mail:
 - i. Crossed cheque
 - ii. Banker's draft

Please make your cheque or banker's draft payable to 'HKU SPACE'. Please do not send cash by post. HKU SPACE will not be responsible for the loss of any payment sent by post or of any receipt posted to the applicant.

Once you have made the payment, please go straight to the SPACE Business English Entry Test session that you have enrolled. For identification purposes, make sure that you take your receipt with you.