

## HKU SPACE Summer School 2017 Enrolment Form 報名表

(MUST be submitted together with the Consent Form if the applicant is under the age of 18 on 17 July 2017)  
(2017年7月17日入學時未滿18歲的學生須於報名時一併提交此報名表及家長 / 監護人同意書)

Application Code 報名代碼	Course Title 課程名稱	Start Date 開課日期	Course Fee 學費 (HK\$)
總額 Total:			

Name of Applicant: Mr / Ms\* \_\_\_\_\_ (in English) (英文)

(Name as appeared on HKID card or Passport)

申請人姓名：先生 / 女士\* \_\_\_\_\_ (in Chinese) (中文)

(香港身分證或護照上的姓名)

Address 地址: \_\_\_\_\_

HK 香港    KLN 九龍    NT 新界

Date of Birth 出生日期: \_\_\_\_\_ / Day / Month / Year   HKID / Passport No. 香港身分證 / 護照號碼: \_\_\_\_\_

Permanent HK Resident: Yes / No\*   Mobile Phone: \_\_\_\_\_  
是否香港永久居民：是 / 否\*   流動電話

(Please read 'Notes to Non-local Applicants' if the answer is "No")  
(如填寫「否」，請細閱非本地申請人注意事項)

Email Address: \_\_\_\_\_  
電郵地址

School attending: \_\_\_\_\_  
就讀學校

Emergency Contact Person: \_\_\_\_\_   Contact No.: \_\_\_\_\_  
緊急聯絡人   電話號碼

Relation with Applicant: \_\_\_\_\_  
與申請人關係

- Admission to all courses is made on a first come, first served basis.  
學院會以「先到先得」方式取錄學生。
- If you are applying for more than one course, please check to ensure that there are no scheduling conflicts before submitting your application form.  
申請人如報讀兩個課程或以上，請細閱各個課程的上課時間地點，以免上課時間重疊。

\* Please delete as appropriate  
請刪去不適用者

Special assistance needed for course attendance: Yes / No\* (If "Yes", please provide details)  
是否需要特殊協助? 是 / 否\* (如填寫「是」, 請提供詳情)

All newly enrolled students in the Summer School will automatically become alumni of HKU SPACE. If you DO NOT WISH to be an alumnus, please check this box.   
本 Summer School 的註冊學生將自動成為香港大學專業進修學院校友。如閣下不想成為校友, 請在方格內填上剔號。

Where did you learn about the Summer School? (can choose more than one):  
閣下透過哪個途徑認識 Summer School? (可作多項選擇)

- |   |  |
|---|--|
| <input type="checkbox"/> Through school attending 就讀學校            | <input type="checkbox"/> School programme brochure / leaflet 學院課程手冊 / 單張 |
| <input type="checkbox"/> Housing estates 屋苑                       | <input type="checkbox"/> School website / digital promotion 學院網站 / 電子宣傳  |
| <input type="checkbox"/> Other websites / digital ads 其他網站 / 電子廣告 | <input type="checkbox"/> Mobile ads 流動電話廣告                               |
| <input type="checkbox"/> Social platforms 社交平台 (e.g. 如 facebook)  | <input type="checkbox"/> Family and friends 親友                           |
| <input type="checkbox"/> Newspaper / magazine 報章 / 雜誌廣告           | <input type="checkbox"/> Outdoor advertising 戶外廣告                        |
| <input type="checkbox"/> Other 其他                                 |  |

### Notes to Non-local Applicants 非本地申請人注意事項

Successful enrolment into the HKU SPACE Summer School 2017 does not guarantee the issue of a student visa, if one is needed.  
成功申請報讀香港大學專業進修學院 Summer School 2017 的課程, 並不代表能成功獲發有關學生簽證 (如需要)。

### Declaration 聲明

- I declare that all information given in this application form and documents attached is, to the best of my knowledge, accurate and complete.
  - I consent that if registered, I will conform to the statutes and regulations of the University and the rules of the School.
  - I have noted, understood and agree to the content of the Statement on Collection of Personal Data.
- 本人聲明本報名表及隨附之文件所載一切資料, 依本人所知均屬真確, 並無遺漏。
  - 本人同意如本人註冊入學, 當遵守大學及學院的規則。
  - 本人已細閱、明白並同意下列收集個人資料聲明。

\_\_\_\_\_  
(Signature of Applicant)  
申請人簽署

\_\_\_\_\_  
(Date)  
日期

Course fees paid are not refundable except for very exceptional circumstances, as defined by the School including cancellation of a course due to insufficient enrolment or unforeseen difficulties arising from running the courses. Under such circumstances, 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.

除經由學院裁定為特殊情況 (如課程因報名人數不足或運作出現困難), 所有已交費用概不退還。如獲學院批准退還款項, 其以現金、易辦事、支票或繳費靈 (只限網上付款) 方式繳交之款項, 將以支票退款。而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。

Please complete the following to facilitate refund processing by cheque if needed.  
請填妥下列資料, 以便日後有需要時能儘快以支票退款。

Name of account payee: \_\_\_\_\_  
(支票抬頭姓名)

Address for mailing the cheque: \_\_\_\_\_  
(郵寄支票地址)

\* Please delete as appropriate  
請刪去不適用者

## 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 in Paragraph 6 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.
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.

### Use of Personal Data related to Direct Marketing

6. 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.**

7. 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 to 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.
8. 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>).
9. Any issues or enquiries should be addressed to HKU SPACE Deputy Director (Academic Services) who acts as the Data Protection Officer for the School.

Data Protection Officer  
HKU School of Professional and Continuing Education  
11/F, T. T. Tsui Building  
The University of Hong Kong  
Pokfulam Road  
Hong Kong

Email: [privacy@hkuspace.hku.hk](mailto:privacy@hkuspace.hku.hk)

## 收集個人資料聲明

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. 在法律許可情況下，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，但亦可能會轉移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（如申請人於以下第 6 項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將會被留作學生記錄，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檔案，而閣下提供的所有個人資料將絕對保密。
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話短訊，或在有需要時附以其他方式，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。如閣下對接收電話短訊通知遇有困難，請聯絡課程組，以便作適當安排。

### 個人資料用作直接銷售

6. 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。

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。

7. 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，請填妥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，請填妥「申請更改個人資料表格」並交回本學院。
8. 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>)。
9. 本學院常務副院長（學務）現兼任個人資料私隱主任。如有任何查詢，請與主任聯絡。

聯絡方法：

郵寄地址：  
香港薄扶林道香港大學徐展堂樓十一樓  
香港大學專業進修學院  
個人資料私隱主任收

電郵地址：[privacy@hkuspace.hku.hk](mailto:privacy@hkuspace.hku.hk)