



課程申請表
Hong Kong Institute of Chief Executives
APPLICATION FORM

- Diploma in Executive Management and Leadership Practice
 Postgraduate Diploma in Executive Management and Leadership Practice

Applicant Personal Data 申請人個人資料

Mr 先生/ Ms 女士/ Miss 小姐

Family Name 姓氏: Eng _____ 中文 _____

First Name 名字: Eng _____ 中文 _____

Date of Birth 出生日期: Year 年 _____ Month 月 _____ Day 日 _____

Passport No/ ID. No 護照/身份證號碼: _____

Nationality 國籍: _____

Attach
Recent
Photo
最近相片

Contact Detail 聯絡資料

Home Phone 住宅: _____ Mobile 手提: _____ Work 工作: _____

Email 電郵: _____

Correspondence Address 通訊地址: _____

Emergency Contact Person 緊急聯絡人

Name 姓名: _____

Contact Phone 聯絡電話: Mobile 手提號碼: _____ Other 其他: _____

Relationship 關係: _____

Academic Qualifications 學術資歷

Qualification Awarded 學歷或學位名稱: _____

Institution 頒發機構: _____

Year Completed 結業年份: _____

Qualification Awarded 學歷或學位名稱: _____

Institution 頒發機構: _____

Year Completed 結業年份: _____

Working Experience 工作經歷:

Name of Organisation 公司名稱: _____

Position 職位: _____

Business Nature 工作性質: _____

Employments Dates 受聘日期: From 從 _____ To 到 _____

Name of Organisation 公司名稱: _____

Position 職位: _____

Business Nature 工作性質: _____

Employments Dates 受聘日期: From 從 _____ To 到 _____

Checklist 申請文件

- 1. Completed Application Form 完成了的申請表
- 2. Copy of ID card or passport 身份證/護照副本
- 3. Copies of Transcripts/supporting documents for Qualifications 學歷證明副本
- 4. Employer's Reference Letters 公司推薦信
- 5. Passport Photos of 6 pcs 護照尺寸相片 6 張
- 6. Institute Fee Payment 學費

TERMS & CONDITIONS 一般規條

1. **所有繳交之留位費及註冊費，是作為處理課程申請之用，所繳費用將不獲退還。**
All the application and enrolment fees are, willing and upon my decision, paid for the process of application for admission to the course, and not refundable.
2. **課程每一期學費需在該學期開課前預先繳付。所有已繳付之課程相關費用不得退還 (除非本會取消該課程, 則另當別論)亦不得轉讓他人。**
Each installment of Tuition Fee must be made in advance before the commencement of each semester of the course. All course related fees paid are not refundable (unless Institute cancels the class) nor transferable to another person.
3. 本校有權利作出以下任何的決定：
 - a) 在所有關於轉換、延遲課程等要求上做出最後的決定。
 - b) 更換教員、課程大綱及上課時間。
 - c) 在學生不足的情況下刪班或合併班級。學生將會預先得到通知。
 - d) 拒絕任何學生的申請及在學生不遵守本會的規條或行為不檢的情況下開除學生。被開除的學生所繳交的課程相關費用將不獲退還。
 - e) 如學生未及時繳付學費、本校有權利阻止學生繼續他們的課堂。學生若連續兩個月在沒有得到本會的同意下而缺課，學生將會被當作退學而論。自行辦理退學手續學生亦當此論。所繳交的課程相關費用將不獲退還。
 - f) 修正可適用這個合約的條規，並且學生有責任確保他們明確瞭解及遵守。

The Institute reserves the right to:

- a) Make the final decisions on any requests on transfers, deferments, and other course related requests.
- b) Make changes to its lecturing staffs, course outline and course schedule.
- c) Cancel or merge any classes should the class size not meeting the required size. Students will be informed in advance.
- d) Reject any applications or expel students, should the students failed to abide the rules and regulations set by the Institute, or behave in an unacceptable manner. No fee is refundable on expulsion.
- e) Stop students from continuing their course if they have not made payment on time. Students who fail to attend class for 2 continuous months without approval from Institute will be withdrawn from the programme, so as students request withdrawal from the programme on their own behalf. No fee is refundable on withdrawal.
- f) Amend where applicable the terms and conditions of this application contract, and the students have the responsibilities to ensure they have done their due diligence as set out in this clause.

DECLARATION 聲明

1. 本人聲明此表格內所填寫的資料均為屬真實，並無錯漏。
I declare that all information stated in this form is accurate and complete.
2. 本人明白及同意香港行政總裁學會將申請表內的資料，作為申請本課程／或其他課程的用途。
I acknowledge that all information given in this form will be used in the application process by the HKICE.

Applicant's Signature 申請人簽署

Application's Date 申請日期

OFFICE USE ONLY

Program Manager : _____

Student No : _____

Course Fee : HK\$ _____

Checked by : _____ Checked Date : _____

Remarks :