



香港
工商
管理
學會

Hong Kong Institute of
Business Administration

香港工商管理學會

Hong Kong Institute of Business Administration

九龍彌敦道 784 號優質教育集團中心 1/F

1/F Quality Education Tower, 476 Nathan Road, Kowloon

Tel : 2688-7567

Fax : 2605-8377

www.hkiba.org.hk

info@hkiba.org.hk

Application Form 入學申請表格

Please attach
2 recent colour
photographs

請附上 2 張
彩色近照

Application Ref No:	
1 Course Applied 課程申請	
Course Applied: 申請課程:	Commencement Date: 開課日期:
2 Personal Details 個人資料	
Full Name as in HKID/ Passport (Underline Surname): 姓名(英文):	HKID No/Passport No: 身分證/護照號碼:
Full Name in Chinese: 姓名(中文):	Date of Expiry date of Passport: 護照有效期:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> 性別: 男 女	Date of birth: <input type="text"/> <input type="text"/> <input type="text"/> 出生日期: Day 日 Month 月 Year 年
Email address: 電郵:	Nationality: 國籍:
Permanent / home address: 永久/住家地址:	Correspondence address: 通訊位址:
Home telephone number: 電話號碼:	Mobile number: 手機號碼:
In case of emergency, please contact : 如發生緊急狀況, 請聯絡:	
Name: 姓名: _____	Relationship: _____ Contact Number: 關係: _____ 聯絡號碼: _____

3 Academic Record 教育背景						
Qualifications achieved – Please provide copies of transcripts/certificates (請附上詳細資料以供參考)						
Name of School/College/University 畢業 / 就讀學校	Qualification 學歷	From 從		To 至		FT/ PT 全/兼制
		Month 月	Year 年	Month 月	Year 年	

4 Professional Qualifications/ Accreditation 專業資格					
Please provide copies of transcripts/certificates (請附上詳細資料以供參考)					
Professional/ Awarding Body 專業 / 頒發機構	Qualification 學歷	Period of Study 就讀期間		Place of Study 就讀國家	By Examination 考試制 Yes/ No 是/不是
		From 從	To 至		

5 Qualifications/ Courses still being undertaken 尙在就讀之課程 / 科目					
Please provide copies of transcripts/certificates (請附上詳細資料以供參考)					
Name of School/ College/ University 就讀學校	Course/ Subject 課程 / 科目	Date 日期		Place of Study 就讀國家	Qualification/ Level 學歷 / 級別
		Month 月	Year 年		

6 Work Experience 工作經歷

Job title 職位	Responsibilities 工作性質	Employer 公司名稱	Full-time or part- time 全/兼制	From 從	To 至

7 English Language 英文水準

Is English your first language? Yes 是 No 不是
 英文是您的母語嗎?

If no, what is your first language? Please specific:
 如不是，您的母語是_____

Please give details of English Language course taken/to be taken (e.g. IELTS, TOEFL, others)

已參加/計畫要參加的英文考試 (請附上詳細資料以供參)_____

Date taken and location 考試日期與地點_____	Overall Score 總成績_____	Written Score 寫作成績_____
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8 Financial Support 繳費詳情

While studying the course do you intend to support yourself from :
 當您在本校就讀時，您的學費是來自：

- your own funds 自費 Yes 是 No 不是
- funds from sponsors 贊助人 Yes 是 No 不是

If Yes, Sponsor's Name: _____ Relationship: _____
 如學費是來自贊助人，請寫贊助人姓名 關係

9 Terms and Conditions

Students must read, understand and abide the following terms and conditions
學生需仔細閱讀及瞭解以下條規內容,並同意遵守所有條規。

General 一般條規

1. Students are required to enter into a Standard Student Contract for admission into our Course. 學生必須簽署一份“學生合約”以進入本校。
2. No application will be considered unless the processing and relevant course fee is paid to the School. 未繳付申請費和相關費用的申請將不受處理。
3. Course fee must be made in advance before the commencement of the course. Payment made is not refundable (unless the School cancels the class) nor transferable to another person. Please refer to the Standard Student Contract for details of School refund policy. 課程學費需在開課前預先繳付。所有已繳付課程費用不得退還(除非本校取消該課程,則另當別論)、已繳付課程費用也不得轉讓他人。詳情請參閱本校“學生合約”裏的退款條規。
4. Students paying by installment must abide the deadline given by the School. A late payment penalty will be imposed for late payment. 以分期付款方式繳付學費的學生需在期限內繳付學費,遲繳者將被罰款處分。
5. No illegal software is allowed to be used in the School premises. Students shall be fully responsible for their own personal action for any allegations of a breach of copyright law. 學生不得在本校裏使用非法軟體。學生需對他們自己的違法行為負責任。
6. All students must be punctual for classes and with suitable attire, i.e. no shorts, singlets or slippers. 所有學生必須準時上課與穿著適當,即不可穿短褲、汗衫或拖鞋。
7. Students must observe the rules and regulations concerning the use of classrooms, computer rooms and the library. Students shall pay for any willful damage to the School's properties. 學生必須遵守關於使用本校教室、電腦室和圖書館的條規。學生必須支付對本校物產所造成的任何破壞。
8. Smoking is strictly prohibited in the school premises. No food and drink is allowed in the classrooms, Computer rooms and library. 學生嚴禁在本校裏抽煙。食物和飲料也不被允許帶入教室、電腦室和圖書館。
9. Students are required to turn off their mobile phones/ set to silent mode during lesson time. 在上課時,學生必須關閉手機或將鈴聲設置為震音。
10. The School reserves the right to : 本校有權利作出以下任何的決定:
 - Make the final decisions on any requests on transfers, deferments, and other course related requests. 在所有關於轉換、延遲課程等要求上做出最後的決定。
 - Make changes to its lecturing staffs, course outline and schedule. 更換教員、課程大綱及上課時間。
 - Cancel or merge any classes should the class size not meet the required size. Students will be informed in advanced. 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。
 - Reject any applications or expel students, should the students failed to abide the rules and regulations set by the School, or behave in an unacceptable manner. No fee is refundable on expulsion. 拒絕任何學生的申請及在學生不遵守本校的條規或行為不檢的情況下開除學生。本校有權利不退還被開除學生的學費。
 - 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 School will be withdrawn from the programme. No fee is refundable on withdrawal. 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程。學生若連續兩個月在沒有通知本校的情況下或在沒有得到本校的同意下而缺課,學生將會被當作退學。本校將不退還學費。
 - Amend where applicable the terms and conditions of this contract, and the students have the responsibilities to ensure they have done their due diligence as set out in this clause. 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。

10 Declaration 申請者聲明

I hereby declare that all the information I have given in this application and supporting documents is true and correct. I have read, understand and agree to abide by the above terms and conditions that set by the School. A false declaration may cause my application to be rejected or be expelled from my course of study.

我藉此聲明,我在此申請所呈上了的所有資料和檔案是真確的。我已清楚瞭解和同意並遵守學校所訂下的上述條規。若有任何虛假,學校有權利拒絕我的申請或終止我的學籍。

Signature of Applicant: _____

申請者簽名

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Day 日 Month 月 Year 年

Note: HKIBA is committed to maintaining the confidentiality of the above information and will not divulge any of the information to third party without consent of students.

注意：以上所有學生資料純屬學生申請所用。

付款方法:

- () 支票繳交學費抬頭請寫“Hong Kong Institute of Business Administration” [支票號碼: _____]
- () 到匯豐銀行存款, 銀行戶口: 400-269031-001, 戶口名稱: Hong Kong Institute Of Business Administration
- () 使用信用卡繳交 HK\$ _____ 有效日期: ____/____

MM YY

() Visa () Master

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姓名: _____

信用卡簽名: _____