

Education (Secondary School / College / University / Other Institution in chronological order) 學歷 (中學 / 大專 / 大學 / 其他, 請按先後次序排列)						
Date 日期		Name of School / Institution 曾就讀之學校/學院名稱	Level / Programme 班級 / 課程名稱	Full/Part-time 全日制/兼讀	Highest Education Level Achieved (please ✓) 取得之最高學歷	
From 由	To 至					
					Below F.5 中五以下	
					F.5 without 5 passes in HKCEE 中五 (會考未有五科合格)	
					F.5 with 5 passes in HKCEE 中五 (會考有五科合格)	
					F.6 中六	
					F.7 中七	
					Degree or above 大學或以上	

English Public Examination Results 英語公開考試成績			Other English Public Examination Results 其他英語公開考試成績		
HKCEE 香港中學會考 / HKDSE 香港中學文憑 / HKALE 香港高級程度	Year 年份	*Grade 等級	Name of Test (eg. IELTS, BULATS, etc)	Year 年份	Grade 等級
HKCEE/HKDSE English Language					
HKALE Use of English					

*If you attempted HKCEE English Language before 2007, please identify the syllabus in bracket, e.g. E (Syl. B), E (Syl. A)

Work Experience 工作經驗 (in chronological order 請按先後次序排列)				
Date 日期		Organization 服務機構	Full-time/ Part-time 全職/兼職	Position and Job Duties 職位及職責
From 由	To 至			

Application for Transfer of Credit / Subject Exemption 申請學分轉移或豁免修讀

Application for Transfer of Credit 申請學分轉移:
Transfer of credits will only be granted to applicants who **have completed or are currently studying** the required courses offered by the School prior to admission to the programme. All applications are subject to the School's approval.
學院可追認申請人於本院**修畢或現正修讀**之有關科目, 惟申請人必須於此申報。若經批准, 此等科目將獲學分轉移。

Application for Subject Exemption 申請豁免修讀:
Applicants possessing demonstrated competence (for example: LCCI, City & Guilds, HKCEE or academic results obtained at our School or other institutions) equivalent to the academic level of a programme subject may apply for exemption by giving details in this part. Applications for subject exemption **must be accompanied by a certificate, transcript and course syllabus**. All applications for exemption will be considered on a case-by-case basis. The application fee for exemption is HK\$200 per subject and it is non-refundable.
申請人如已具備有科目的學術水平 (比方: LCCI、英國城市專業學會考試及本院、其他學院或香港中學會考的成績證明), 可提供詳細資料以申請豁免修讀。申請豁免修讀必須提供相關學歷證書、成績表及課程綱要之副本。所有申請將因應申請人的個別情況作考慮。豁免修讀申請手續費為每科港幣二百元。申請獲批與否, 概不退還

SCE Course Code 本院科目編號	Course Title 科目名稱	Credential and Institution 學歷文件及簽發機構	Date of Issuance 證書簽發日期	Office Use 本院專用		
				Approved		Signature and Remarks
				Yes	No	
Example: EBW3210	Business English Essentials (Usage)	BA in Business, HKBU	2003			

Other Information 其他資料

How did you learn about this programme? 你如何獲悉此課程?

1. Booklet/Leaflet 小冊子/課程單張 2. Prospectus 章程 3. SCE/CAEP Website 學院網頁
 4. Newspaper 報紙 (Please specify 請註明 _____) 5. Friends 朋友
 6. Online Advertisement 網上廣告 7. iPhone Advertisement iPhone 廣告 8. Bus Advertisement 巴士車身/車上廣告
 9. Information Talk 課程講座 10. Others 其他 (Please specify 請註明 _____)

Checklist for Application 申請備忘

1. Have you completed the application form for admission?
你是否已經填妥入學申請表?
2. Have you enclosed a copy of your HKID card?
你是否已經附上身份證副本?
3. Have you enclosed copies of your credentials/ proofs of working experience?
你是否已附上學歷/工作經驗證明文件副本?
4. Have you enclosed copies of transcript, certificate and course syllabus for application for exemption?
如你申請豁免修讀, 是否已附上成績表、證書及課程綱要副本?
5. Have you prepared your originals of credentials or other supporting documents for verification if you opt for in-person application?
如你選擇親身報名, 是否已準備好學歷及其他有關文件之正本以作核對?
6. Have you enclosed cheque(s) or bank draft(s) for application fee for admission (\$120) or exemption (\$200 per course, if applicable) and the first instalment of tuition fee, made payable to "Hong Kong Baptist University"?
你是否已準備劃線支票或銀行本票用作申請入學(\$120)或豁免修讀(每科\$200, 如適用)及首期學費, 抬頭填上「香港浸會大學」?
7. Have you marked your name, contact number and programme code at back of cheque(s) / bank draft(s)?
你是否已於支票或銀行本票背面寫上你的姓名、聯絡電話及報讀課程編號?

Declaration 聲明

- i. I understand that all information I provided in this application form will be used for:
本人明白在此申請表所填報之資料將用作處理以下各項:
a. processing my application and will become part of my student record upon successful admission to the programme;
本人之入學申請, 有關資料將於被取錄後保存為學生個人檔案之一部份;
b. sharing with appropriate parties and personnel of the University for administration, communication and other related purposes; and
提供予大學有關的單位及人員, 作行政、傳訊及其他相關之用途; 及
c. the promotion of, including but not limited to, the School's courses and programmes, activities, awards, scholarships, bursaries, special offers, privileges, other services as well as fundraising appeals.
推廣與學院有關, 包括但不限於課程、活動、獎項、獎學金、助學金、特別優惠、專享優惠、其他服務、與及籌款活動
 if you do not wish to receive any promotional information, please tick the box. 如不欲接收任何宣傳資料, 請於空格加上✓。
- ii. The information given in support of this application is accurate and complete. I am aware that the School of Continuing Education of Hong Kong Baptist University reserves the right to cancel the application at any time if the information given in this application is found untrue.
申請表內之資料皆屬實, 本人明白若發現任何刻意隱瞞之事實, 香港浸會大學持續教育學院保留取消此申請之權利。
- iii. I understand that no switching of programmes are allowed once admitted.
本人明白被取錄後, 將不可轉換課程。
- iv. I understand that the submitted application form and supporting documents are not returnable.
本人明白所遞交之表格及有關證明文件將不予以退還。
- v. I have read the Notes for Admission and Programme Information for Certificate and Diploma Programmes.
本人已詳閱證書及文憑課程入學須知。

*Signature of Applicant 申請人簽署*_____
*Date 日期***For Office Use Only**

Enrolment No:	Application No:	Received By:	(/ /)
Documents:	<input type="checkbox"/> TWO Photos <input type="checkbox"/> ID Copy	<input type="checkbox"/> Application Fee <input type="checkbox"/> Supporting Documents	<input type="checkbox"/> Tuition Fee (1st installment)
Entry Test Result:	Recommendation:	<input type="checkbox"/> CP0120 <input type="checkbox"/> CP0210 <input type="checkbox"/> CP0211 <input type="checkbox"/> CP0213 <input type="checkbox"/> CP0141 <input type="checkbox"/> CP0197 <input type="checkbox"/> CP0219 <input type="checkbox"/> CP0220	
Pgm Code	Approved	Disapproved	Reason
	By <input type="checkbox"/> _____	By <input type="checkbox"/> _____	<input type="checkbox"/> Entry Test Result <input type="checkbox"/> Entry Test Exemption <input type="checkbox"/> Others: _____
Checked By:	(/ /)		
Remarks:			

Notes for Admission Certificate and Diploma Programmes

Application Procedure

1. Application Methods

Application can be submitted in person or by mail or using the collection box:

In-Person	HKBU Kowloon Tong Campus Centre DLB Office 4/F, David C. Lam Building, Shaw Campus, Hong Kong Baptist University, 34 Renfrew Road, Kowloon HKBU Tsimshatsui Centre Office 4/F, 136A Nathan Road, Tsimshatsui, Kowloon HKBU Kowloon East Centre Office 7/F, Millennium City 3, 370 Kwun Tong Road, Kowloon HKBU Wan Chai Centre Office 26/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong Counter Service Hour: 9:00a.m. - 8:00p.m. (Mon. - Fri.) 9:00a.m. - 5:00p.m. (Sat.) (Sun., Public Holidays and School Holidays : Closed)
By-Mail	CAEP, School of Continuing Education, Hong Kong Baptist University 2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon. (Please mark 'Application for Admission to Certificate & Diploma Programme' on the envelope)
Collection Box	Town Centre Office 6/F, 8 Hart Avenue, Tsimshatsui, Kowloon

2. Documents Required

- Please attach the follows:
 - a photocopy of your HKID card;
 - two passport size photos;
 - photocopies of certificates and transcripts (e.g. Certificate of HKCEE / GCE / public examinations, etc.) listed in the form;
 - a crossed cheque for the non-refundable application fee of HK\$120 ; and
 - a separate cheque for the 1st instalment of tuition fee.
- Payments should be made by a crossed cheque made payable to **HONG KONG BAPTIST UNIVERSITY**. Post-dated cheques are not accepted. Please write your name, contact number, and programme name on the back of the cheque.
- Admission to programmes is on a first-come-first served basis. Incomplete applications will not be processed. Admission will be confirmed by post **2 weeks before** the commencement. Applicants may also check their admission status at https://mysce.hkbu.edu.hk/adm_status.
- For unsuccessful applications, all documents submitted together with the application form will be destroyed and will not be returned to applicants.

Fee Reduction

The School offers discount on Certificate and Diploma Programme to the following categories of applicants:

- Holders of Senior Citizen Cards
- HKBU full-time staff
- HKBU alumni at Associate Degree level or above and Hang Seng Bank HKBU Credit Card holder

For details of the application procedures and discount rate offered, please refer to the [Application Form for Fee Reduction](#) which can be downloaded from the School Website: <http://www.sce.hkbu.edu.hk/forms/pte/SCE-R-011.pdf>.

Continuing Education Fund

Students enrolled in and paid the tuition fee for a Continuing Education Fund reimbursable course may apply for reimbursement before the course commences. Eligible applicants will be reimbursed 80% of their fees, subject to a maximum sum of HK\$10,000, on successful completion of the reimbursable course(s) within the four-year validity period.

Benchmark Test

Students who are studying language courses are additionally required to pass or attain the minimum benchmark of specified benchmark tests within the four-year validity period.

Please call the 24-hour manned enquiry number at 3142 2277 or visit Continuing Education Fund website at www.sfaa.gov.hk/cef for information on eligibility of applicants, application/ reimbursement procedures and benchmark test.

Transfer of Credit and Exemption

1. The School offers to applicants a system of credit transfer and exemption. If applicants believe that they possess a demonstrated competence (e.g. passed relevant subjects in public examinations or other institutes) equivalent to the learning outcome of the subject to be studied and would like to apply for exemption, they have to submit a request for exemption with relevant certificate(s)/ academic report(s) when applying for admission. Transfer of credit will be considered for subjects completed prior to registration in the programme and all applications for exemption/ transfer of credit must be made at the time when applicants apply for admission. Late application or qualification obtained after admission will not be considered.
2. The maximum number of subjects that can be exempted in a Foundation Certificate/ Certificate/ Professional Certificate Programme is limited to half of the total number of programme hours. For Professional Diploma/ Diploma programmes, the maximum exemption is one quarter of the total number programme hours. In the case that the number of exempted/ transferred credit subject(s) has exceeded the maximum allowance, applicants must submit an explanation and approval will be granted at the School's discretion.
3. A non-refundable handling fee of HK\$200 per subject will be levied on applications for exemption with public examination results, SCE's School Exemption Qualification Examination (SEQE), or credentials from our School or other institutions.
4. All applications for credit transfer and exemption are considered on a case-by-case basis.

Refund Policy

Tuition is refundable only when the programme is cancelled or the applicant is rejected by the Centre.

Enquiries

Hotline : 3411-1998 Fax : 3411-1997
Email : caep@hkbu.edu.hk
Website : <http://caep.hkbu.edu.hk>

**Jockey Club Centre for the Advancement of English for Professionals
School of Continuing Education, Hong Kong Baptist University
Certificate & Diploma Programmes in Business/Workplace/General English
Autumn 2013 Intake
Application Deadline: 28 September 2013**

PROGRAMME SCHEDULE

Business English Programme

Foundation Certificate in Business English Communication (CP0120)

Programme Fee: \$8,100 (1st installment: \$2,700; 2nd installment: \$5,400)

Day	Time	Venue
Mondays & Wednesdays	18:45 - 21:45	Tsimshatsui Centre / Town Centre

Certificate in Business English Communication (CP0210)

Programme Fee: \$9,300 (1st installment: \$4,650; 2nd installment: \$4,650)

Day	Time	Venue
Thursdays	19:00 - 21:30 / 21:45	Tsimshatsui Centre / Town Centre

Advanced Certificate in Business English Communication (CP0211)

Programme Fee: \$9,400 (1st installment: \$3,200; 2nd installment: \$3,200; 3rd installment: \$3,000)

Day	Time	Venue
Fridays	18:45 - 21:45	Tsimshatsui Centre / Town Centre

Certificate in Business English (Written Communication) (CP0213)

Programme Fee: \$7,440 (1st installment: \$3,720; 2nd installment: \$3,720)

Day	Time	Venue
Wednesdays	19:00 - 21:30 / 21:45	Kowloon East Centre

ENTRY TEST SCHEDULE

The Entry Test aims to evaluate your level of English competency and provides recommendations to place you in a programme at the appropriate level. All new applicants with non-SCE credentials are required to attend the test. Applicants who are unable to attend the Entry Test will be considered on a case-by-case basis.

You will receive a letter of recommendation by email within **two weeks** after completing the Entry Test. You may be required to transfer application for a programme at the appropriate level. Your admission will be confirmed by post **2 weeks before** the commencement.

Entry Test sessions will be held with the following schedules. You are strongly advised to apply for the earliest session to confirm your English level. Candidates who have submitted by-mail application are required to bring the original credentials for verification.

Session	Date	Time	Venue
133-01	12 September 2013 (Thu)	19:30 - 20:30	Kowloon East Centre
133-02	21 September 2013 (Sat)	14:30 - 15:30	Town Centre
133-03	30 September 2013 (Mon)	19:30 - 20:30	Tsimshatsui Centre
133-04	07 October 2013 (Mon)	19:30 - 20:30	Tsimshatsui Centre
133-05	09 October 2013 (Wed)	19:30 - 20:30	Kowloon East Centre