

HKU SPACE COMMUNITY COLLEGE
Jennie Mui Lee English Village
Application Form

For Office Use Only
Form Received Date:

(Programme Code: CC 80-101-00)

General Notes:

1. Admission is on a first come, first served basis.
2. Course fees paid are neither refundable nor transferable except for very exceptional circumstances, as defined by the HKU SPACE Community College (the "College") including cancellation of a course due to insufficient enrollment or unforeseen difficulties arising from running the courses. Under such circumstances, fees paid by cash, EPS or cheque will normally be reimbursed by bank transfer, and fees paid by credit card will normally be reimbursed to the payment cardholder's credit card account.
3. Course fees paid by crossed cheque should be made payable to "HKU SPACE".
4. Applicants under the age of 18 years as at the commencement date of the registered course should also complete the Parent/Guardian Consent Form.

Application Procedures:

Please complete this form in BLOCK LETTERS and submit the completed form together with the course fee to one of the Enrolment Centres as listed overleaf. Please bring your Hong Kong Identity Card for verification.

I. COURSE FEE

Course Fee : **HK\$1,500 per course** (The course fee will cover 8 sessions of teaching on Saturdays; each session lasts 1.5 hours. For course details, please see separate and individual course leaflet.)

II. PERSONAL PARTICULARS

Name : Mr/Miss* _____ (in English) _____ (in Chinese)
 Date of Birth : ____ / ____ / ____ (DD/MM/YYYY) HKID No. : _____
 Current School of Studies : _____ Academic Level : _____
 Contact No. : _____ Email : _____
 Correspondence Address : _____

Emergency Contact Person[#]

Contact Person : _____ Contact No. : _____
 Relation with Applicant : _____

Special Assistance needed for course attendance: Yes / No* (If "Yes", please provide details)

III. CHOICE OF COURSE

Please tick the course(s) you want to study:

<input type="checkbox"/> Course 1 – Essential English in Daily Situations (Course Code: CC 88-110-00) <input type="checkbox"/> Course 2 – English Comprehension Skills through Songs and Films (Course Code: CC 88-111-00) <input type="checkbox"/> Course 3 – Spoken English in Academic Setting (Course Code: CC 88-112-00) <input type="checkbox"/> Course 4 – Public Speaking Workshops (Course Code: CC 88-113-00)	<p align="center">Total Course Fee</p> HK\$1,500 x ____course(s) = HK\$_____
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IV. DECLARATION

1. I declare that all information given in this application form is, to the best of my knowledge, accurate and complete.
2. I consent that if registered, I will conform to the statutes and regulations of the University of Hong Kong (the "University") and the rules of the HKU School of Professional and Continuing Education ("HKU SPACE") and the College.
3. I have noted, understood and agree to the content of the Statement on Collection of Personal Data.

Signature of Applicant _____

Date _____

*Please delete as appropriate

#For students under the age of 18 years, the emergency contact and parent/guardian must be the same person.

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 HKU SPACE 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 authorized third party providing services to HKU SPACE 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 5 then your contact details and related papers 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 authorized third party providing services to HKU SPACE 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. HKU SPACE will send urgent messages to student 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. Any change should be reported to HKU SPACE immediately. Those who have genuine difficulty in receiving messages via SMS should contact HKU SPACE for separate arrangements.

Use of Personal Data related to Direct Marketing

5. From time to time, HKU SPACE will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses, 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 through various communication channels such as direct-mail, email and mobile phone, 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 HKU SPACE 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.

6. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request HKU SPACE 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 (email: privacy@hkuspace.hku.hk).
7. For details on HKU SPACE's policy on Personal Data (Privacy), please refer to HKU SPACE's Website: <http://hkuspace.hku.hk/policy-statement/privacy-policy>

Enrolment Centres

1. Kowloon East Campus
1/F, 28 Wang Hoi Road, Kowloon Bay, Kowloon
2. Island East Campus
2/F, 494 King's Road, North Point, H.K.
3. Admiralty Learning Centre
3/F, Admiralty Centre, 18 Harcourt Road, H.K.
4. Kowloon West Campus
G/F, 38-46 Nassau Street, Mei Foo Sun Chuen, Kowloon
5. HKU Campus
Rm 304, 3/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, H.K.
6. Fortress Tower Learning Centre
Unit 108, 1/F, Fortress Tower, 250 King's Road, North Point, H.K.
7. HKU SPACE Po Leung Kuk Stanley Ho Community College Campus
1/F, HPSHCC Campus, 66 Leighton Road, Causeway Bay, H.K.

For the opening hours of the individual Enrolment Centres, please visit <http://hkuspace.hku.hk>.

HKU School of Professional and Continuing Education Parent/Guardian Consent Form

(MUST be submitted together with the Application Form if the applicant is under the age of 18 years as at the commencement date of the registered course)

To: HKU School of Professional and Continuing Education (“HKU SPACE”)

I, the undersigned, am the father/mother/guardian* of _____ (name of student) of HKID no. _____ who has enrolled in course(s) offered under the HKU School of Professional and Continuing Education.

I confirm that I have read and understood the ‘Important Information for Parents/Guardians of Students Who are Under the Age of 18 Years at the Time of Admission to HKU SPACE’ overleaf. To the extent that the matters and activities are legal under the applicable laws, I irrevocably agree and give consent to the following:

1. The parental responsibility in respect of the Student shall remain with the relevant parents/guardians (including myself) and HKU SPACE will not act in loco parentis (i.e. not assuming parental responsibility).
2. The Student shall abide by any regulations, rules, policies and procedures of HKU SPACE which is in large an adult environment.
3. The Student may have access to any information and materials provided by HKU SPACE or through the facilities of HKU SPACE (including those normally suitable for adults only).
4. If the Student has provided consent (on the application form or subsequently through other channels) to receive promotional materials of HKU SPACE and/or become an alumnus, the Student may also receive information and materials for these purposes.
5. The Student may participate or engage (pursuant to a course requirement or otherwise) in any academic, training, social and other activities (e.g. field trips, tours within or outside Hong Kong, visits to organisations) which may involve various kinds of risks.
6. In case of emergency, medical professionals may provide the Student with immediate and necessary medical treatments and/or operations.
7. The emergency contact person supplied in the application form and the parent/guardian must be the same person.
8. I understand that classes will immediately be suspended when an announcement is made by the Hong Kong Observatory that the Tropical Cyclone Signal No. 8 or above is in force, or is likely to be issued within the next two hours. I also understand that should this happen I will also be responsible for making the necessary arrangements for early dismissal of the student and take full responsibility for his/her safety. I understand that the updated details of the special weather arrangement can be read at <http://hkuspace.hku.hk/cc/facilities-and-services/special-weather-arrangement>.
9. I shall be liable for all fees, fines, charges, and other payments which the Student owes HKU SPACE as well as the cost of repair of any damage of HKU SPACE property, facility and equipment caused by the Student’s negligence or failure to adhere to the proper operating procedures.
10. I shall be responsible for providing HKU SPACE the updated contact details, and any information in respect of the special needs and requirements of the Student.

The above agreement and consent shall lapse upon the Student reaching the age of 18 years. However, this shall not affect my parental responsibility and duty of care in relation to the Student.

My contact details are:

Telephone No.: _____ Fax No.: _____

Email Address: _____ Relationship with Student: _____

Signature: _____ Name: _____ Date: _____

*Please delete if not appropriate (IN BLOCK)

Note: The information provided will be used by HKU SPACE to perform its academic, education and administrative functions. Under the Personal Data (Privacy) Ordinance, data subjects have the right to request access to and/or correction of their personal data held by HKU SPACE. For such requests or any enquiries about HKU SPACE’s privacy policy, please contact the Data Protection Officer (email: privacy@hkuspace.hku.hk).

Important Information for Parents/Guardians of Students Who are Under the Age of 18 Years at the Time of Admission to HKU SPACE

1. Student minors and parental responsibility

Students who are under the age of 18 years at the time of admission to HKU SPACE (student minors) are not adults from legal and social perspectives. While HKU SPACE, in appropriate circumstances, will give due consideration and take necessary measures in handling affairs in regard to student minors, it should be noted that parental responsibility remains with the parents/guardians. HKU SPACE will not act in loco parentis (i.e. will not assume parental responsibility).

2. Academic and social life in HKU SPACE

Despite their minor status, student minors in attending courses of HKU SPACE may:

- have access to a variety of information and materials (including those normally suitable for adults only) in a free academic environment;
- participate or engage (pursuant to a course requirement or otherwise) in any academic, training, social and other activities (e.g. field trips, internships, placements, tours within or outside Hong Kong, visits to organisations, late night meetings or gatherings, overnight programmes and high-risk sports) which may involve various kinds of risks;
- need to receive medical treatments, psychological treatments or counselling services, and/or operations provided by medical professionals, in case of emergency.

3. Personal Data (Privacy) Ordinance

Student minors are protected by the Personal Data (Privacy) Ordinance. In this respect, parents/guardians have no automatic right to access the personal data of student minors. It is the normal practice of HKU SPACE to correspond directly with students but not their parents/guardians. However, HKU SPACE acknowledges that it is necessary to maintain updated contact details of the parents/guardians of student minors, in particular for emergency. If appropriate, parents/guardians may also provide relevant information to HKU SPACE in the interests of student minors.

Student minors are given a choice whether to receive HKU SPACE's latest updates and promotional materials, and whether to stay connected with HKU SPACE as an alumnus.

4. Consent

The parent/guardian of a student who is under the age of 18 years at the time of admission to HKU SPACE is required to complete and sign the attached consent form (either English or Chinese version) which should be submitted to HKU SPACE before the commencement of the course(s). Without the required consent form, HKU SPACE may have difficulty in arranging some of the teaching and learning activities for a student minor, and therefore, his or her studies may be affected.

Note: In the case of discrepancy between the English and Chinese versions, the English version shall prevail.

December 2015

香港大學專業進修學院 家長 / 監護人同意書

(課程開始時未滿18歲的學生須於報名時提交此家長 / 監護人簽署的同意書)。

致：香港大學專業進修學院 (以下簡稱「學院」)

本人 (即下方署名人) 為 _____ (即「學生」, 身分證號碼: _____)

的父親 / 母親 / 監護人*。 _____ 已報讀香港大學專業進修學院的課程, 謹此確認已閱讀及理解「入學時未滿18歲學生之家長 / 監護人須知」的有關內容, 並完全同意若學生一旦獲學院錄取入學, 只要有關事宜及活動乃基於適用法律下合法進行, 將依從以下各項:

1. 學生父母 / 監護人 (包括本人) 將繼續履行與學生相關的家長責任, 學院不會代任家長角色 (即是不會負起家長的有關責任)。
2. 學院乃成年人的環境, 學生一般被視作成年人, 同時須遵守學院制定的規則、制度、政策及程序。
3. 學生可獲得學院或透過學院設施所提供的任何資訊或資料 (其中可能包含僅適合成年人的內容)。
4. 如學生在報名表上 (或其後透過其他渠道) 表示願意收取學院的最新資訊及推廣訊息, 及 / 或成為學院校友, 學生亦將獲取此等資訊或資料。
5. 根據課程要求或其他需要, 學生可參與或參加當中或有不同風險的活動 (如實地考察、戶外旅行、境內外參觀)。
6. 學生在發生意外之時, 可接受醫護人員的緊急醫療服務及 / 或手術醫治。
7. 學生於申請表提供的緊急聯絡人與本同意書的父母 / 監護人須為同一人。
8. 當香港天文台宣布八號或更高之熱帶氣旋警告信號已生效, 或將於未來兩小時內發出, 課堂會立刻終止。學生父母 / 監護人 (包括本人) 會就學生提前下課的情況事宜作適當安排, 並對學生的安全負全責。最新特別天氣安排詳列於 <http://hkuspace.hku.hk/cc/chi/facilities-and-services/special-weather-arrangement>。
9. 學生父母 / 監護人 (包括本人) 會向學院承擔因學生疏忽或沒有遵守正確操作程序, 而導致學院財產、設施或儀器損毀的維修成本費用、罰款、收費或其他款項。
10. 學生父母 / 監護人 (包括本人) 有責任向學院提供最新的聯絡資料, 以及跟學生的特殊需要相關的任何資訊。

以上同意書將於學生滿18歲時終止, 但不影響父母 / 監護人 (包括本人) 所承擔的家長責任及謹慎義務。

本人的聯繫資料:

電話 : _____ 傳真 : _____

電郵 : _____ 與學生關係 : _____

簽署 : _____ 姓名 : _____ 日期 : _____

*請刪去不適用者

註: 以上所提供的資訊將用作協助學院履行其學術、教育及行政職能。根據《個人資料 (私隱) 條例》, 資料當事人有權要求查閱及更正學院所持有其個人資料。如有此類要求或欲查詢學院私隱政策, 請聯絡個人資料私隱主任 (電郵: privacy@hkuspace.hku.hk)。

入學時未滿18歲學生之家長 / 監護人須知

1. 未成年學生及家長責任

學生在課程開始時如仍未滿18歲（未成年學生），在法律及社會角度來看均非成年人。雖然學院會適當給予關注並採取必要措施妥善處理與其相關的事務，但學生父母 / 監護人仍需履行家長責任。學院不會擔當代理監護人的角色（即不承擔家長的有關責任）。

2. 校內學業及社交生活

未成年學生雖然尚未成年，但他們須與其他學生一樣在校園裡學習和生活。因此，學生父母 / 監護人須特別注意，未成年學生可能：

- 在開放自由的學術環境裡接觸到大量資訊及資料（其中可能包含僅適合成年人的內容）；
- 根據課程要求或其他需要參與或參加可能包含各種風險的活動（如實地考察、實習實踐、戶外旅行、境內外參觀、深宵會議或集會、通宵活動或高風險體育運動）；
- 接受醫療、心理治療或輔導服務，或是需要進行手術，特別是在發生意外之時。

3. 個人資料（私隱）條例

未成年學生也受《個人資料（私隱）條例》的保護。因此，學生父母 / 監護人並無必然的權利獲取未成年學生的個人資料。學院通常會直接與學生通信聯繫，而不是他們的父母 / 監護人。但是，學院認為有必要保留未成年學生父母 / 監護人的最新聯絡資料，以備緊急之用。為未成年學生的利益著想，學生父母 / 監護人亦可選擇向學院提供其他相關資訊備用。

未成年學生如一般學生一樣，有權選擇是否接收學院的最新資訊及推廣訊息，及是否成為校友，與學院保持聯繫。

4. 同意書

凡於開課前仍未滿18歲的學生，其父母 / 監護人須填寫並簽署同意書（中文本或英文本），並於開課前交回學院。如學院未收到該同意書，可能難以為未成年學生安排某些教學活動，或會影響其正常學習生活。

註：以上內容的中英文文本如有歧異，概以英文文本為準。

2015年12月