Enrolment Form for Spanish Language Series

Please refer to the Application Guide & Course Information before completing this form. Kindly fill in the application form clearly in English BLOCK Letters.

**PERSONAL PARTICULARS** (*Please delete as appropriate*)

Name (Shown on HKID Card / Passport) ____________________ (English) ____________________ (Chinese)

HKID Card / Passport No* ____________________ Gender M / F* ____________________ Date of Birth ____________ (dd/mn/yy)

Place of Origin (for non-local applicants only) ____________________

Correspondence Address ____________________

Tel ____________________ (Office) ____________________ (Home) ____________________ (Mobile*)

Fax ____________________ Email ____________________

*Urgent notice will be sent to your mobile phone via SMS

**EDUCATION** Highest Education Attained (Please * ✓ ✓ * as appropriate)

- Secondary or below
- Form 5 or equivalent
- Form 6, Form 7 or equivalent
- Diploma / Higher Certificate / Certificate
- Associate Degree / Higher Diploma
- Bachelor’s Degree
- Postgraduate Diploma/Certificate
- Master’s Degree
- Doctoral Degree

**COURSE SCHEDULE**

I would like to enroll in the following course: (Please use “✓” to indicate your choice)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Date</th>
<th>Time</th>
<th>Course Fee**</th>
<th>Venue</th>
<th>Instructor</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>143-50611A</td>
<td>Spanish I</td>
<td>16 Sep 2014 - 2 Dec 2014</td>
<td>7:00pm – 9:30pm</td>
<td>HK$2,970/ HK$2,673*</td>
<td>Admiralty</td>
<td>Raquel Martinez Centeno</td>
<td>15 Aug 2014</td>
</tr>
<tr>
<td>143-50611B</td>
<td>Spanish II</td>
<td>11 Sep 2014 - 4 Dec 2014</td>
<td></td>
<td></td>
<td>Kowloon Tong</td>
<td>Chan Billy Tsz Pan</td>
<td></td>
</tr>
<tr>
<td>143-50612A</td>
<td>Spanish II</td>
<td>15 Sep 2014 - 1 Dec 2014</td>
<td></td>
<td></td>
<td>Admiralty</td>
<td>Raquel Martinez Centeno</td>
<td>1 Aug 2014 (for applicants required to take placement test) / 15 Aug 2014 (for other applicants)</td>
</tr>
<tr>
<td>143-50612B</td>
<td>Spanish III</td>
<td>10 Sep 2014 - 3 Dec 2014</td>
<td></td>
<td></td>
<td>Kowloon Tong</td>
<td>Marcela Boltar</td>
<td></td>
</tr>
<tr>
<td>143-50613</td>
<td>Spanish III</td>
<td>16 Sep 2014 - 2 Dec 2014</td>
<td></td>
<td></td>
<td>Admiralty</td>
<td>Chan Billy Tsz Pan</td>
<td></td>
</tr>
</tbody>
</table>

**Remarks**

Course details are subject to change. Classes maybe cancelled in case of insufficient enrolment.

1. Special discount for staff of corporate members of the Spanish Chamber of Commerce and their direct relatives in Hong Kong. CityU/SCOPE alumni, staff and part-time students.
2. Applicants should check their eligibility for enjoying course fee discount. No refund of course fee discount will be arranged after course commencement.
3. CityU/SCOPE alumni, staff and part-time students are required to attach copies of alumni membership/staff ID cards/student ID cards.
4. Staff of corporate members of the Spanish Chamber of Commerce in Hong Kong are required to attach company accreditation documents.

**ii.** 50% discount on course fee will be granted to the first two CityU/SCOPE full-time students enrolling the course when the minimum enrolment for the course is met.

Please use a separate cheque for each course.

Bank: ____________________

Branch: ____________________ Cheque No: ____________________

**PLACEMENT TEST** (Tentative Schedule)

Applicants of Spanish II and Spanish III who complete their previous qualification at other institutions or have finished their previous qualification long time ago are required to pass a placement test before being admitted to the course. They will be notified of the details before course commencement.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Aug 2014</td>
<td>7:00pm - 8:00pm</td>
<td>Admiralty</td>
</tr>
<tr>
<td>8 Aug 2014</td>
<td>7:00pm - 8:00pm</td>
<td>Kowloon Tong</td>
</tr>
</tbody>
</table>
1. Applicants may enrol in person or send the completed enrolment form together with the course fee in form of a crossed cheque or cashier’s order made payable to “City University of Hong Kong” to:

School of Continuing and Professional Education (SCOPE)
Lower Ground Floor, Academic Exchange Building
City University of Hong Kong
Tat Chee Avenue, Kowloon

Please use a separate cheque for each course and note that post-dated cheque will not be accepted.

2. Reservation of a place by fax is not accepted.

3. CityU SCOPE reserves the rights not to admit an applicant. Places allocated in each class are not transferable. Fees are not refundable or transferable.

4. CityU SCOPE reserves the rights to alter course details such as date, time, venue and instructor as well as to cancel courses.

5. Non-local applicants are defined as persons entering Hong Kong for the purpose of education with a student visa/entry permit issued by the Director of Immigration. For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: www.immd.gov.hk).

6. Participants will receive an acknowledgement of enrolment, and a time table together with venue directions. Please contact us if you do not receive any notification one week before course commencement.

7. Personal data provided on the application form will be used by CityU SCOPE for purposes relating to application and admission. For details of the Personal Data Collection Statement, please refer to the website: www.cityu.edu.hk/ce/pdcs.

8. CityU SCOPE is committed to equal opportunities in education and seeks to provide every possible means to assist students with disabilities and to facilitate their learning. Students concerned are invited to write to CityU SCOPE to specify what special assistance is needed. All information collected will be kept confidential.

9. CityU SCOPE will make special arrangements when Typhoon Signal No.8 or above is hoisted, or when a Black Rainstorm Warning Signal is issued by the Hong Kong Observatory. Please visit CityU SCOPE Website for details.

**ADDITIONAL INFORMATION**

Have you ever studied any Spanish courses?
- ☐ Yes (Please complete the following table and attach copies of supporting documents, if any.)
- ☐ No

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Title</th>
<th>Organized by</th>
<th>Duration</th>
</tr>
</thead>
</table>

Have you ever taken SCOPE course /programme?
- ☐ Yes
- ☐ No

**SOURCE OF INFORMATION**

How do you know SCOPE / this programme? (You may choose more than one option.)
- ☐ SCOPE Website
- ☐ Programme Pamphlet
- ☐ School Prospectus
- ☐ Information Seminar
- ☐ Newspaper / Magazine Advertisement
  (Please specify the media)
- ☐ Referral by Friends / Relatives
- ☐ Referral by Teachers
- ☐ Referral by Collaborative Organizations
- ☐ ePromotion
- ☐ Exhibition
- ☐ Others (Please specify) __________________________________________________

**DECLARATION**

- I declare that I have read and understood the nature and details of the Application Guide & Course Information.
- I declare that all the information given in support of this application form and the attached supporting documents are, to the best of my knowledge, accurate and complete, and agree to provide original document(s) for verification of my qualifications when required. I understand that these information will be used in the admission decision process, I accept that if, in reading and completing this application, I knowingly or carelessly provided untrue or incomplete information, any offer of admission, whether accepted or not, may be disqualified and / or I may be required to withdraw from any course which I am enrolled in and all fees paid will not be refunded.
- I authorize SCOPE to obtain, and the relevant authorities to release, any and all information about my academic and / or professional qualifications obtained in Hong Kong and elsewhere.
- I authorize SCOPE to use my data to carry out checks regarding my application and records of previous studies in the University and other institutions.
- I understand that, upon my registration in a course, the data will become part of my student record and may be used for all purposes relating to my study in the course.
- I consent that if admitted to the course, I will conform to the statutes and regulations of City University of Hong Kong and SCOPE.

Signature __________________________________________ Date __________________________

Please “✓” to indicate your preference.
- ☐ SCOPE would like to provide you information on our programmes / courses to help navigate your lifelong learning.
  I wish to receive such information.
- ☐ The Spanish Language Series courses are jointly offered by SCOPE and the Spanish Chamber of Commerce in Hong Kong (SCC).
  I wish to receive information about social events organized by SCC. I understand that my name and email address will be provided to SCC.

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**Application Guide for General Course**

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