**港怡醫院臨床實驗室知識、抽血技術、留置靜脈導管和心電圖操作文憑課程 (報名表)**

**GHK Diploma in Clinical Laboratory Knowledge, Phlebotomy, Intravenous Cannulation and Electrocardiogram Operation Course (TQUK Level 5) Enrolment Form**

**請以正楷填寫此表格 Please complete this form in BLOCK LETTERS**

請於填寫本報名表前細關背頁之申請須知 Please read the “Notes for Application” overleaf carefully before completing this form

###  甲部Part A: 個人資料 Personal Particulars

(須與香港身份證上資料相同，供頒發證書及核實身份之用。Must be the same as shown on HKID card.)

中文姓名

Name in Chinese\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

香港身份證號碼

HKID Card No.

手電

Mobile

英文姓名

Name in English\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

出生日期

Date of Birth

住宅電話

Home Tel

性別

Gender

電郵地址

E-mail Address

通訊地址

Correspondence Address

最高教育程度

Highest Achieved Education Level

學校

 School

相片

Photo

畢業年份

Year of leaving

現職公司

Working Company

職位

Position

你從何得知本學院的課程資料？How did you receive the course information?

□朋友 Friends

□Facebook

□網頁廣告Website

□報章廣告Newspaper

□其他Others \_\_\_\_\_\_\_

### 丙部Part C: 聲明 Declaration

1. 本人聲明此報名表格及隨附文件所載的資料，依本人所知均屬完整真確，資料如有失實，可被取消資格，並可能負上法律責任。 I declare that all information provided in this enrolment form and the attached documents are the best of my knowledge, accurate and complete. Any false or misleading information therein shall lead to disqualiﬁcation of my application for admission.
2. 本人願意遵守 貴學院所訂下的受訓章則。I consent I comply with all the Rules and Regulations stipulated by the School.
3. 本人明白所繳交的一切費用，將不獲退還；本人亦不得轉讓學位予其他人士。

I understand that the fees paid are not refundable and the studentship cannot be transferred from one person to another.

1. 本人已細閱報名表格內之申請須知，並明白所有報名須知詳情均以 貴學院課程單張之最後更新版為依歸。

I have read the ‘Notes for Application’ in this enrolment form and understood that the details of the Enrolment Guidelines are subject to revisions in the HKHCF prospectus.

申請人簽署

Applicant’s Signature

日期

Date

# 請須知

**報名程序**

請填妥報名表傳真(3903 3427)或電郵到scc@gleneagles.hk ，**經審核後將會個別通知成功取錄。**

**退款**

除非因課程額滿、取消或於特殊情況下並得到本 院同意，否則申請人不論上課與否，已繳之學費 恕不退還。退款將會轉入申請人之銀行戶口。退 款的行政時間需時三個月(由開課日起計)，若你 在三個月後仍未收到退款，請電**6994 8170**與職 員聯絡。

**課程更改**

如報名人數不足，本機構有權取消該課程，並於 有需要時更改任何原定課程之導師、上課時間及內容。

**個人資料私隠聲明**

在這份表格提供的個人資料，本機構用於課程登 記和有關的用途；以及向申請人發放就業、培訓 和其他類型的資訊和推廣。根據個人資料(私隠) 條例第18及第22條，申請人有權查閱及修改個 人資料。任何關於這份表格所收集的個人資料查 詢，請向本機構提出。

# Notes for Application

## Enrolment Procedures

Please complete the correct enrolment form and fax (3903 3427) by Email to scc@gleneagles.hk

**Successful admission will be notified individually after review.**

## Refund

Fees paid are not refundable regardless of whether applicants have attended classes or not. Fees paid are not refundable unless the enrolled course is full, cancelled or in exceptional circumstance deemed acceptable by BEST. BEST will transfer the refund to the bank accounts of the applicants concerned. The administrative process takes 3 months (counted from course commence date). If you do not get the refund after 3 months, please check with us at **6994 8170.**

## Course Changes

GHK reserves the right to cancel a course if enrolment is insuﬃcient and make alterations regarding instructors, class schedules and the content of courses if necessary.

## Personal Data Collection Statement

The personal data provided on enrolment forms are used by BEST for purposes related to the processing of enrolment and student administration, and for delivery of information and promotion materials about career, training and other subjects to you. You have the right to access and correct personal date as provided in section 18 and 22 of the Personal Date (Privacy) Ordinance. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to GHK.