

主辦:
Organizer :



青年會專業書院
YMCA College of Careers

支持及撥款:
Supported and Funded by:



SCOLAR LANGUAGE FUND
語常會 語文基金

入學申請表格 Application Form

課程名稱 Programme Name	學習中文為第二語言基礎證書課程 (工作應用) (資歷架構第一級) Foundation Certificate in Learning Chinese as a Second Language (Vocational Chinese Language) (QF Level 1)	上課時段 Time: 10:00am-12nn (Tue & Fri)	相片 Photo
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申請人資料 Personal Particulars

英文姓名 Name in English	姓 (Family Name)	名 (Given Name)	
中文姓名 (如適用) Name in Chinese (if applicable)		身份證號碼 HKID No.	()
出生日期 Date of Birth	/ / (DD/MM/YY)	性別 Sex	男 Male / 女 Female
電話號碼 Telephone No.	(住宅 Home)	(辦公室 Office)	(手提電話 Mobile)
通訊地址 Correspondence Address			
電郵地址 Email Address			
緊急聯絡人 Emergency Contact Person	(姓名 Name)	(與學員關係 Relationship)	(電話 Phone)

學歷及其他專業資格 Education / Other Qualifications

曾就讀之學校 / 學院名稱 Name of School / Institution	班級 / 課程名稱 Level / Programme	就讀日期 Date	
		由 From	至 To

工作經驗 Work Experience

公司 / 機構 Company / Organization	行業 Industry	職位 Position	工作日期 Date	
			由 From	至 To

聲明 Declaration

本人明白申請所填報之資料，將用作處理學生入學申請及其他行政用途。有關資料亦將保存為學生檔案之一部份。
I understand that all information provided will be used in admission processes, the data will also become part of my student record and may be used for all purposes relating to studies in accordance with the procedures of the School.

申請人簽署 Signature

日期 Date

For Office Use ONLY

Name of Interviewer		Reference No.	
<input type="checkbox"/> Accept	<input type="checkbox"/> Waiting	<input type="checkbox"/> Reject	

Receipt No: _____ Date: _____

填妥申請表格後，可親臨本書院遞交，亦可傳真至 2740 9420 或電郵至 cslcert@ymca.edu.hk。
Completed application forms can be submitted to the School by hand, fax (2740 9420) or email (cslcert@ymca.edu.hk).
若有任何疑問，歡迎致電 2783 3519 或電郵至 cslcert@ymca.edu.hk 查詢。
Should you have any enquiries, please contact us at 2783 3519 or email us at cslcert@ymca.edu.hk.

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學員守則 Guidelines for Students

一般守則 General Rules

1. 上課時請攜帶有效之學員證，以作身份識別。
Bring along your student ID cards to class for verification.
2. 課室內不准吸煙及飲食。
No smoking, eating or drinking in classrooms.
3. 上課時請關掉手提電話及傳呼機、或改成靜音模式。
Turn off your mobile phones and electrical devices or have them set to the silent mode during class.
4. 未經導師或本校職員許可及安排，學員不得擅用本校之打字機、電腦及其他文儀用具。學員如有損毀本校公物，必須負責賠償或修理。
Do not use any electrical appliances and stationery of the School without authorization.
5. 請愛護公物。
Take care of public property.
6. 學員應妥善保管私人重要物品，如銀包、身份證等，不可留在課室內。
Do not leave your personal belongings unattended.
7. 如遇身體不適或其他緊急事故，學員須即時通知本校職員或導師請求協助。
Emergency cases should be reported to our staff or tutors immediately for assistance.

合格證明 Collection of certification

1. 學員須達不少於百份之八十課程出席率及於課程評估中獲取合格成績，才可獲得合格證明書。
Students can receive a certification only if they have achieved 80% or above attendance of the course and successfully passed the assessments.
2. 本校將於課程完結兩個星期後發出有關證明書。學員需自行回校領取，本書院不作另行通知。
The certifications will be ready around two-week time after the end of the course. They must be collected by students without further notification.

上課安排 Class Arrangement

1. 凡遇下列情況，當日課程將會順延或另作安排：a. 公眾假期；b. 發出黑色暴雨警告訊號；
c. 懸掛八號或以上颱風訊號。

Class will be postponed or rescheduled under the following circumstances:

- Public holidays;
- "Black" Rainstorm Warning Signal is issued;
- Typhoon Signal No. 8 or Above is Hoisted.

2. 本書院為教育局註冊學校，有關停課之安排將依教育局宣佈為準。

Re-arrangement of classes will be made upon Education Bureau's announcement of class suspension.