



香港中文大學雅禮中國語文研習所

YALE-CHINA CHINESE LANGUAGE CENTRE
THE CHINESE UNIVERSITY OF HONG KONG

CUHKCLC

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對外漢語 密集及短期課程報名表格

Enrolment Form for Intensive & Short Courses (Non-native speaker series)

請於填寫報名表格前細閱「申請須知」並以正楷填寫此表格，報名連同簽署好的表格及「申請須知」一併交回本所。Please fill in this form in BLOCK LETTERS and read the "Notes to Application" carefully before filling in the form. Application by sending in signed application form and "Notes to Application".

由本所填寫 Office use only		
<input type="checkbox"/> 錄取 Admitted	<input type="checkbox"/> 不錄取 Rejected	<input type="checkbox"/> 後補名單 Waiting List
<input type="checkbox"/> HK\$ _____ 報名費已收 Application Fee Received		<input type="checkbox"/> 以支票/本票支付 Paid by cheque / bankdraft
		<input type="checkbox"/> 以信用卡支付 Paid by credit card
<input type="checkbox"/> HK\$ _____ 學費已收 Tuition Fee Received		<input type="checkbox"/> 以支票/本票支付 Paid by cheque / bankdraft
		<input type="checkbox"/> 以信用卡支付 Paid by credit card

報讀課程 Course(s) applied for

✓請勾選 check the box *請刪除不適用者 please delete if appropriate

課程類別 Programme Type	<input type="checkbox"/> 廣東話 Cantonese/ <input type="checkbox"/> 普通話 Putonghua	課程編號 Course Code	課程名稱 Course Title	<input type="checkbox"/> 整個課程 Full Programme / <input type="checkbox"/> 個別學科 Individual Subject	日期時間 Date & Time	地點 Place
第一選擇 First choice						
第二選擇 Second choice						

評估選擇: 本人選擇 * 參與/不參與評估 (此決定將影響閣下獲得何種證書, 詳見申請須知)
Assessment option: I opt for * having assessment/ having no-assessment in the course. (This will have impact on the kind of certificate you are going to receive. Please refer to "Notes for Application")

* 報讀課程前請先瀏覽分班指引網頁 <http://www.cuhk.edu.hk/clc/placement.htm>, 並採取有關行動。本所在開課後恕未能安排調班。Please study the placement guideline and take necessary action before you enroll to a CLC course. Website: <http://www.cuhk.edu.hk/clc/placement.htm>. No transfer to another level is allowed after the lesson starts.

甲部 Part A: 個人資料 Personal Particulars

英文姓名 _____ 中文姓名 _____ 稱謂: 先生 小姐 太太 女士
Name in English: _____ Name in Chinese: _____ Title: Mr. Miss Mrs. Ms.
姓氏 Surname _____ 名字 First Name _____ (必須與香港身份證或護照相同 Must be the same as shown on HK ID card or passport)

香港身份證/ 護照號碼: _____ 簽發國家 (如有): _____
HKID Card/ Passport No: _____ () Issuing Country (if any): _____
(用作核實申請人身份 For verification of the applicant's identity)

國籍 _____ 性別 _____ 出生日期: (日/月/年) _____
Nationality _____ Sex _____ Date of Birth: (dd/mm/yy) _____
手電: _____ 住宅電話: _____ 聯絡傳真: _____ 電子郵箱地址 _____
Mobile: _____ Home Telephone: _____ Contact Fax: _____ Email Address: _____

通訊地址: _____
Correspondence Address: _____
緊急聯絡人 姓名 _____ 電話 _____ 關係 _____
Emergency contact: Name _____ Telephone: _____ Relationship: _____

最高教育程度: 中五 中七 專上 大學 研究院或以上
Highest Achieved Education Level: Form 5 Form 7 Post-Secondary University Postgraduate or above
 其他 (請註明) Others (Please specify): _____

中大職員及校友優惠 (請另填寫優惠登記表格): 中大教職員及配偶 中大教職員子女 中大校友及家屬
Special offer to CUHK staff and alumni (Please fill in registration form): CUHK staff & spouse Children of CUHK staff CUHK alumni and dependents

乙部 Part B: 繳費方法 Means of Payment

支票 / 銀行本票號碼 Cheque / Bank Draft No.: _____

信用卡 Credit Card: Visa / Master

選用信用卡之申請人請填寫以下部份 Applicants making payment by credit card please complete the part below

信用卡號碼: _____ 保安編碼: _____ 發卡銀行: _____
Card No.: _____ Security Code: _____ Card Issuing Bank: _____
(last 3 digits printed on the back of the card)

持卡人姓名 Card Holder's Name: _____ 有效日期 Expiry Date (mm-yy): _____ - _____

本人授權香港中文大學雅禮中國語文研習所於上述信用卡支取:

I hereby authorize CUHKCLC to charge the credit card above for: Application Fee 報名費 HK\$ _____ / Tuition Fee 學費 HK\$ _____

持卡人簽署 Card Holder's Signature: _____ 日期 Date: _____

丙部 Part C: 學歷、工作經驗及技能 Qualifications, Work Experience and Skills

除特別註明外, 申請人只需提供與所報讀課程有關的資料, 及其要求之補充資料。

Unless otherwise specified, applicants should only provide details and copies of supplementary information to the relevant programme applied.

i) 學歷 (只需填寫最高程度) Education (highest level attended)

學校/學院 School/ Institution	日期 (月/年) Date (mm/yy)	科目/範疇 Field of Study	程度/學歷資格 Level/ Award Attained
	由 From _____ 至 To _____		

ii) 現職 Present occupation

公司名稱 Company Name	地區 Office Location	工作性質 Business Nature	職位 Job Title

iii) 語言能力及背景 Language Skills and Background

- 1) 母語 Mother tongue: _____
- 2) 語言能力 Language proficiency 由 0 至 5 (0 = 最低; 5 = 最高) Language proficiency: please use 0 to 5 to indicate (0 = none; 5 = high)

語言 Language	閱讀 Reading	寫字 Writing	說話 Speaking	聽力 Listening	能力試成績 Proficiency test result
1. 普通話 Mandarin/Putonghua					
2. 廣東話 Cantonese					
3. 英語 English					
4.					
5.					

* 報讀課程前請先瀏覽分班指引網頁 <http://www.cuhk.edu.hk/clc/placement.htm>，並採取有關行動。本所在開課後恕未能安排調班。Please study the placement guideline and take necessary action before you enroll to a CLC course. Website: <http://www.cuhk.edu.hk/clc/placement.htm>. No transfer to another level is allowed after the lesson starts.

曾修習廣東話 Cantonese Background*					
年份 When	地區/ 機構名稱 District/ Name of institution	時段 Duration	每周上課時數 Hours per week	總時數 Total contact hours	所用課本 Textbook used

曾修習普通話 Putonghua Background*					
年份 When	地區/ 機構名稱 District/ Name of institution	時段 Duration	每周上課時數 Hours per week	總時數 Total contact hours	所用課本 Textbook used

* 凡報讀非初班之新生，請到 www.cuhk.edu.hk/clc/placement.htm 下載及填寫語言能力測試表格，並連同申請表一併交回，有需要時申請者或被要求進行電話或網上會話測試。For applicants who intend to enroll in non-beginner course, please fill in the placement test at web site <http://www.cuhk.edu.hk/clc/placement.htm> and return the test together with the application form. Telephone and on-line oral test is sometimes required.

iv) 學習目標 (必須填寫) Learning Objectives (Mandatory)

閣下參加本課程的目的及學習目標: _____

丁部 Part D: 留學安排 Study Abroad Arrangement

1. 學生簽證 Student Visa. 需要本所擔保學生簽證嗎? (註: 除非申請者是香港身份證、工作簽證或進修許可之持有人, 否則一律需要辦理學生簽證, 根據香港入境條例, 單純旅遊免簽證身份未能合法在香港進修。 Need a student visa sponsored by CLC? (Note: all students must apply for a student visa unless applicant is a HKID, working visa or study permit holder. According to the HK Immigration Law, tourist visa exemption status alone is not allowed to study in Hong Kong.)

- 需要 (請填妥有關表格, 見 www.cuhk.edu.hk/clc/e_admission.htm) 不需要 No

Yes (Please fill in and return relevant forms as stated in www.cuhk.edu.hk/clc/e_admission.htm)

2. 住宿安排 Accommodation. 本所只能在夏季安排校內住宿, 其他時間請學生自行安排校外住宿。準確的校外住宿情報只能在學生到港後提供。CLC could only arrange on-campus accommodation in summer. For other time, please make your own arrangement off-campus. For off-campus accommodation, updated information can only be provided after the student arrived. 參考網站 Reference web site: www.cuhk.edu.hk/clc/e_housing.htm.

3. 機場接送 Airport transfer. 含收費 Extra charge needed

- 需要, 請給我資料 Yes, please send me information 不需要 No

戊部 Part E: 聲明 Declaration

1. 本人聲明在此報名表格及隨附文件所載的資料, 依本人所知均屬真確。

I declare that all information provided in this enrolment form and the attached documents are, to the best of my knowledge, accurate and complete.

2. 本人已詳閱「申請須知」並同意接受及遵守「申請須知」上及研習所最新公佈的規則。

I have already study the "Notes to Application" and consent that I will comply with all the Rules and Regulations stipulated by the Chinese Language Centre.

簽名
Signature: _____

日期
Date: _____

己部 Part F: 其他 Others

從何得悉研習所課程資料? Where did you get the information about this programme? 請勾選(可作多項選擇) Please check the box. (More than one option is allowed)

- a) 研習所網頁 CLC homepage b) 搜尋器 (請註明) Search engine (name): _____
- c) 網頁連結 (請註明) Hyperlink in other website (name): _____
- d) 朋友 / 同事 Friends / Colleagues e) 父母 / 親友 Parents / Relatives
- f) 海報 / 小冊子 (派發地點) Poster / brochure (location): _____
- g) 課程指南 Regular prospectus h) 研習所期刊 (印刷或電子版本) "Language Matters" newsletter (email/print)
- i) 教育介紹所或 留學指南 (請註明) Education agent / Education directory (name): _____
- j) 報章及雜誌廣告 (請註明) Coverage in Magazine and Newspaper (name): _____
- k) 其他 (請註明) Others (Please specify): _____

你的僱主有否贊助你修讀本課程? Is your employer giving you financial support towards the programme you have applied for?

- 有 Yes → 贊助比率 Sponsored Percentage _____ 沒有 No

你是否希望於日後收到本所的課程資料? Do you wish to receive Chinese Language Centre Programme information in the future?

- 有 Yes → 以郵寄方式 by mail / 以電郵方式 by email 否 No

其他意見 Other Opinions: _____

對外漢語密集 及 短期課程 申請須知

Notes to Application for Non-native Speaker Series Intensive & Short Courses

詳細內容請參閱本所課程手冊；最後更新版本請參閱本所網頁。For details, please refer to CLC Prospectus. For the latest updates, please visit web site: www.cuhk.edu.hk/clc

入學要求 Admission Requirements

(1) 所有課程的最低入學要求是香港中學中五或同等程度 (2) 非香港居民須符合入境處要求申請學生簽證或進修許可方能入學，詳情請參本所網頁 (3) 申請者若報讀非初級一課程須參加插班入學考試，通過考試方能插班，學費恕不退還，詳見「退款」環節。(1) Minimum Hong Kong secondary five or equivalent level for all courses. (2) Non-Hong Kong resident or non-working visa holder is required by law to apply student visa/ study permit for all programmes. For details, please refer to CLC web site. (3) For those who apply for non Elementary I classes have to pass the placement test in order to enroll the class. Tuition fee will not be refunded. See "Refund" section for details.

報名程序 Enrolment Procedures

填妥的報名表格必須連同所有有關資料副本（如有註明）及支票 / 銀行本票（如有），郵寄（請於信封面上註明「報名表格」），或於請辦公時間內交回辦事處。申請將於報名表格、所有有關資料副本（如有註明）及報名費（如需要）完整收妥後才獲處理。本所將於開課前通知申請人有關錄取結果，並於收到學費後發出收據予學員。如因郵遞失誤而遺失之收據，本所概不負責。若學員於開課前三天沒有收到收據，請致電報名組 2609 6727 或聯絡個別職員查詢。若要求額外的收據，本所將為每張額外發出的收款證明收取費用港幣五十元。Please complete the corresponding enrolment form and send copies of supporting documents (if specified) and cheque / bank draft (if any) to CLC in person or by mail (please mark "Enrolment Form" on the envelope). Application will be processed only upon receipt of the completed enrolment form, copies of supporting documents (if specified) and payment of application fee (if required). CLC will notify applicants before the course commencement date. Receipt will be sent to applicants upon payment of tuition fee but CLC will not be responsible for any loss of receipt. If you do not receive the above 3 calendar days prior to course commencement, please check with CLC at 2609 6727 or the respective programme staff. There is an administrative charge of HK\$50 on every request for certification of receipt.

海外申請者 Overseas applicants

本所可為海外學生安排簽證、住宿及接機服務，請填妥有關表格。根據香港入境處條例，凡報讀本所課程均是香港身份證、工作簽證或學生簽證持有人，在特殊的情況下，免香港旅遊簽證的入境者可向入境處申請「進修許可」入讀本所非全日制課程。CLC helps overseas applicants on visa, accommodation and airport pick up arrangements. Please fill in the relevant section. According to the immigration law in Hong Kong, those who study CUHKCLC course must be either HKID, working visa or student visa holder. In special condition, those entered HK with tourist-visa exempted status can apply for "Study Permit" from the immigration department in order to study the non-full time course legitimately.

報名費及學費 Application Fee and Tuition Fee

報名費及學費已載於網頁及有關課程之章程上。報名費須於遞交報名表格時一併繳交並恕不退還。申請人一經錄取後須全數繳付學費。如選用信用卡付款，申請人請於此報名表格乙部填寫所須繳付的報名費及學費。學費將於申請人被錄取後才於信用卡過數。Application fee and tuition fee are listed in the web site and programme brochures. Application fee which is not refundable should be paid upon submission of enrolment form. Tuition fee should be paid in full upon admission. Applicants who choose to pay by credit card should complete the amount of application fee and tuition fee payable in Part B of this enrolment form. CLC will debit the tuition fee payable against your credit card account when admission is confirmed.

繳費辦法 Payment Means

- i) 支票 / 銀行本票 Cheque / Bank Draft
如用支票 / 銀行本票，請以「香港中文大學」名義抬頭，並加橫線，連同報名表格一併遞交。如報讀超過一類課程者，請分別填寫報名表格及開列支票 / 銀行本票背面寫上申請人姓名、香港身份證號碼及課程編號。如欲報讀課程已額滿或取消，本所將退回支票 / 銀行本票。為免因銀行結算而導至進一步延誤，如開課日期將至（例如少於三個工作日），申請人將不建議使用支票繳交費用。如支票不能兌現，有關申請人須於收到本所職員通知日起的三個工作天內親臨本所辦事處繳付學費，並須另行繳付五十元手續費。逾期辦理將不獲保留學額或取消上課資格。Crossed cheque / bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with your enrolment form. Applicants who enroll for more than one type of course should issue a separate cheque / bank draft for each course. Please write the applicant's name, HKID card no. and course code on the back of each cheque / bank draft. Cheque / bank draft will be returned if courses enrolled are full or cancelled. If you are making payment very close to course commencement (say less than 3 working days), you are advised against using cheque in view of further delay arising from bank clearance. If a cheque is rejected by bank, the applicant concerned will be required to pay the course fee and an administrative charge of HK\$50 at CLC in person within three working days upon receipt of notification from CLC. Failure to do so will result in cancellation of the enrolment or suspension from taking subsequent classes.
- ii) Visa 咭 / 萬事達咭（不適用於以外幣支付學費） Visa / Master card (not applicable to tuition fees paid in foreign currencies)
請於報名表格上清楚填寫信用卡持有人姓名、信用卡編號、發咭銀行及有效日期。如信用卡繳費未能入賬，有關學員須於收到本所職員通知日起的三個工作天親臨本所辦事處繳付學費，並須另行繳付五十元手續費。逾期辦理將不獲保留學額或取消上課資格。Card holder's name, card number, card issuing bank and expiry date should be completed clearly in the enrolment form. If the card payment is rejected by bank, student concerned will be required to pay the course fee and an administrative charge of HK\$50 within three working days upon receipt of notification from CLC. Failure to do so will result in cancellation of the enrolment or suspension from taking subsequent classes.

備註：申請人如未能獲本所確認被錄取前，本所不鼓勵申請人用現金繳交學費。待獲得本所通知錄取後，成功申請人須於三天內繳交學費，逾期辦理將不獲保留學額。Notes: Applicants are advised NOT to make payment by Cash before confirmation of acceptance by CLC. Successful applicants will be advised to pay the course fee within three working days upon notification from CLC. Failure to do so will result in cancellation of the enrolment.

退款 Refund

於課程額滿、取消或於特殊情況下得到本所同意外，學員不論上課與否，已繳之學費恕不退還。退款將會以支票/ 本票形式寄交有關學員。如學員在收取「課程額滿 / 取消通知書」後五星期內仍未收到退款，請致電 2609 6727 與本所職員聯絡。Fee paid are not refundable regardless of whether students have attended classes or not. Fees paid are not refundable unless the enrolled course is full, cancelled or in exceptional circumstance subject to the approval of CLC. CLC will refund applicant concerned in form of cheque or bank draft. If the applicant does not get the refund within 5 weeks after receiving the "Notification of Course Cancellation / Over-subscription", please check with CLC staff at 2609 6727.

學生迎新 Student Orientation

新生將獲邀請參與迎新活動，舉辦日期通常在學季開始前一星期，成功報讀的學生將收到通知。New students will be invited to join an orientation usually held 1 week before the term starts. Successful applicants will be informed of the details.

學生組合 Student Mix

學生可能來自不同國籍、年齡、宗教、個別兼讀或全日制課程與程度，學生不能提出異議及要求退款。本所將在開課前通知學生有關學生組合並保留一切編班的最終權利。CLC may arrange class mixing different nationalities, age, religious background and students may come from part time and full time courses of any level. Students should have no right to object and seek claim from CLC on such a decision. CLC shall keep students inform on the student mix before class and preserve the final right on class arrangement.

評核／豁免評核選擇 Option on Assessment/ no-assessment

本所大部份課程皆含學分或屬中大認可之學歷課程。閣下須參加考試並通過評核方能獲得學分及／或中大發出之認可證書，評核可包括小測（筆試或口試）、期末考試、導師評估及出席率，並在課堂上進行。本所將在學期結束後發期末成績表予參與評核的學生。另一方面，學生可選擇豁免評核，此決定不能中途更改，也沒有任何收費上之調整，本所將發「聽講證」予豁免評核並出席率達八成的學生。

Most CLC courses are either credit-bearing or CUHK awarding-bearing course. Participating and passing the assessment is absolutely required if you want to get credit and/ or receive a recognized award-bearing certificate from CUHK. Assessment may include quiz (written/ oral), final exam, instructor's assessment and attendance, and all will take place during class. A grade report will be issued at the end of the course to those who participated in the assessment. On the other hand, you can opt for not taking part in any assessment. This decision, once made, cannot be changed mid-course, and there will be no adjustment in the fees. The Centre will issue a Certificate of Attendance to those opted no-assessment and whose attendance rate has reached at least 80%.

課程轉修 Course Transfer

於課程額滿或取消的情況下學員可獲准不用繳行政費轉修另一課程。在其他以外的任何情況下，學員必須得到本所同意及以支票 / 銀行本票或信用咭繳交手續費港幣二百元才可轉讀另一課程。此項申請須於已報讀課程之開課日期前一星期提出，逾期恕不受理。此外，學員已繳之學費及其學額不得轉讓他人。

Transfer to another course is permitted without an administrative charge if the enrolled course is full or cancelled. In any other events, transfer to another course can only be made subject to the approval of CLC, and subject to paying the administrative charge of HK\$200 via cheque, bank draft or credit card. This application must be made no less than one week before commencement date of the enrolled course. Late application will not be considered. Furthermore, fees paid and the related studentship cannot be transferred from one person to another.

課程更改 Course Changes

如報名人數不足，本所有權取消該課程，並於有需要時更改任何原定課程之導師、上課時間、地點及內容。CLC reserves the right to cancel a course if enrolment is insufficient and make alterations regarding instructors, class locations, class schedules and the content of courses if necessary.

申請人資料收集聲明 Personal Data Collection Statement

申請人於報名表格所提供的個人資料，本所只會作處理報名或學生事務事宜。根據個人資料（私隱）條例，申請人有權查詢及更改其個人資料。申請人如欲更改其個人資料，須填妥「學員個人資料更改通知書」並交回本所，此表格可於本所網頁下載或傳真至 2603 5004 索取。The personal data provided on enrolment forms and used by CLC is only for purpose related to the processing of enrolment and student administration. Under the provision of the Personal Data (Privacy) Ordinance, applicants have right to request access to and make correction on their personal data. Applicant wishing to amend their personal data should submit written requests to CLC by using "Personal Data Amendment Notification" which can be downloaded from CLC web site or obtained by fax at 2603 5004.

進修優惠計劃 CLC Privilege Schemes

中大雅禮中國語文研習所提供指定優惠予特別人士，設限額並以先到先得的方式申請，額滿即止。詳情參閱本所網頁或向本所職員查詢。進修優惠不適用於為小組、個人、機構特製的課程，以及與本地機構、海外及國內大學合辦之課程。

Special discounts are offered to designated affiliations. Quota system applies and applications for discount are considered on a first-come-first-served basis. Please refer to CLC web site or contact CLC staff for details. All CLC tailor make programmes for groups, individual and corporates, together with joint programmes with local organizations, overseas and Mainland universities are excluded from the CLC Privilege Schemes

補充資料 Supplementary Information

個別課程所需之補充資料已註明於個別課程之章程（如有）。Supplementary Information required by individual programme is specified in the respective sections of the brochure (if any).

報名及辦事處 Enrolment and Office

沙田 Shatin	尖沙嘴教室 Tsim Sha Tsui
香港中文大學 雅禮中國語文研習所總辦事處 Yale-China Chinese Language Centre, The Chinese University of Hong Kong 地址: 香港新界沙田香港中文大學方樹泉樓 Address: Fong Shu Chuen Building, The Chinese University of Hong Kong, Shatin, N.T., Hong Kong SAR 電郵 E-mail: clc@cuhk.edu.hk 電話號碼 Phone: (852) 2609 6727 傳真號碼 Fax: (852) 2603 5004 <u>辦公時間</u> 週一至週五: 上午九時至下午五時半 <u>Office hour</u> Monday to Friday: 9am-5:30pm	(2007年10月起部份時間提供查詢服務) 地址: 尖沙嘴彌敦道 136A 尖沙嘴街坊福利會二樓 2nd, (Enquiry service available at selected hours from October 2007) Address: 2 nd Floor, Tsim Sha Tsui Kai Fong Welfare Association, No. 136A Nathan Road, Tsim Sha Tsui
	北角教室 North Point
	(不提供報名服務) 地址: 北角英皇道 416-430 號新都城百貨地庫新華書城內 (Enrolment service not provided) Address: Basement, Metropole Department Store, No. 416-430 King's Road, North Point

(August 2009)

本人已閱讀此兩頁申請須知，並同意遵守。I have studied the 2 pages Notes to Application and I agree to comply with the Rules and Regulations stipulated in the notes.

簽署 Signature: _____ (姓名 Name: _____)

日期 Date: _____