



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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華語人士課程系列 學歷及短期課程報名表格

Enrolment Form for Award-bearing Programmes & Short Courses (Native Chinese Speakers Series)

請於填寫報名表格前細閱「申請須知」及課程簡介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" and curriculum carefully before filling in the form. Application by sending in signed application form and "Notes to Application".

**報讀課程前請先瀏覽分班指引網頁 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: www.cuhk.edu.hk/clc/placement.htm. No transfer to another level is allowed after the lesson starts.

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

甲部 Part A: 課程詳情 Course details

✓請勾選 check the box

*請刪除不適用者 please delete if appropriate

#必須填寫 Mandatory

#入學季度 Admission for quarter: 年份 Year _____ *一月入學 January intake/ 四月入學 April intake/ 七月入學 July intake / 十月入學 October intake/ Others 其他: _____	課程編號與名稱 Course code and title	上課時間及地點 Class time and place
#學歷課程 Award-bearing programmes 如欲進修至「證書」及「文憑」程度，申請者須在提出申請時與(a) 身份證明文件副本 (b) 香港中五或以上學歷程度的證明文件一併呈交，方有機會獲得中大發出之有關證書。 <input type="checkbox"/> 普通話(華語人士)證書課程 Certificate Programme in Putonghua for Native Chinese Speakers <input type="checkbox"/> 普通話(華語人士)文憑課程 Diploma Programme in Putonghua for Native Chinese Speakers <input type="checkbox"/> 粵語(華語人士)證書課程 Certificate Programme in Cantonese for Native Chinese Speakers <input type="checkbox"/> 粵語(華語人士)文憑課程 Diploma Programme in Cantonese for Native Chinese Speakers <input type="checkbox"/> 本人打算只修讀個別 *普通話/ 粵語學科，不打算修讀整個學歷課程。 I intend to study individual *Putonghua/ Cantonese subjects instead of a whole award-bearing programme.	第一選擇 1 st choice 第二選擇 2 nd choice	
評核選擇: 本人選擇 * 參與/不參與評核 (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".		

乙部 Part B: 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 (必須與香港身份證相同 Must be the same as shown on HK ID card)

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

丙部 Part C: 繳費方法 Methods 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: _____
Card No.: _____

發卡銀行: _____
Card Issuing Bank: _____

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: _____

丁部 Part D: 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.					

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

* 凡報讀中級或以上程度之新生，必須參加入學考試並取得合格，方可入讀其所選擇之課程。本所將另函通知申請人有關入學試的安排。

For new students intend to join intermediate or above level courses are required to join a placement test and obtain a pass in the test in order to enroll in the course intended. The Centre will inform applicants duly on placement test arrangement.

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: _____

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 / 父母 / 親友 Friends / Colleagues/ Parents /Relatives
- e) 海報 / 小冊子 / 課程指南 (派發地點) Poster / brochure / Regular prospectus (location): _____
- f) 研習所期刊 (印刷或電子版本) "Language Matters" newsletter (email/print)
- g) 教育介紹所或 留學指南 (請註明) Education agent /Education directory (name): _____
- h) 報章及雜誌廣告 (請註明) Coverage in Magazine and Newspaper (name): _____
- i) 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: _____

華語人士課程 申請須知 Notes to application (Native Chinese Series)

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

1. 入學要求 Admission Requirements

(1) 學歷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或須參加插班測試，請參考以下網址上的分班指引 www.cuhk.edu.hk/clc/placement.htm。(1) Minimum Hong Kong secondary five or equivalent level for award-bearing programmes. (2) Non-Hong Kong resident or non-working visa holder is required by law to apply student visa for all programmes. For details, please refer to CLC web site. (3) For those who apply for non Elementary I classes may be invited to complete a placement test. For placement guidelines please visit www.cuhk.edu.hk/clc/placement.htm

2. 持續進修基金及其他資助之申請(只適用於本地人普通話課程) Application for Continuing Education Fund (CEF) and Other Subsidy (applicable to Putonghua courses for local residents only)

欲申請持續進修基金之學生應在開課前最少十四天前報名並繳交所有費用，不論是新舊持續進修基金申請者均應詳閱基金官方網頁 www.sfaa.gov.hk/cef/cnintro.htm，並掌握好報名、公開試、遞交公開試成績等的行政限期，並維持每個受資助課程最少七成之出席率，本所恕不為學生之疏忽付上任何責任。另一方面，本所暫未能提供代辦申請報考公開試的服務，請學生自行辦理，考試詳情請查詢 CEF 網頁或向本所職員查詢。Those who wish to apply for CEF should apply for CLC courses and settle all payment 14 days before course commencement. Both new and current CEF applicants should study CEF official website in details in order not to miss admin deadlines like application, open examination and open examination result submission etc. At the same time, students have to maintain a minimum attendance rate of 70% on every reimbursable course. CLC will not be responsible for students' negligence in these matters. On the other hand, application for open exam through CLC is not available. Students should be responsible for applying on their own. For exam information, please refer to CEF web site or contact CLC staff.

3. 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，或電郵遞交。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 3943 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, by mail (please mark "Enrolment Form" on the envelope) or by email. 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 3943 6727 or the respective programme staff. There is an administrative charge of HK\$50 on every request for certification of receipt.

4. 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。如選用信用咭付款，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咭過數。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.

5. 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致進一步延誤，如開課日期將至(例如少於三個工作天)，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 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的課程) Visa / Master card (not applicable to programmes charging tuition fees in foreign currencies)
請於報名表格上清楚填寫信用咭持有人姓名、信用咭編號、發咭銀行及有效日期。如信用咭繳費未能入賬，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.
- iii) 銀行轉賬: 如使用銀行轉賬，請入賬到恒生銀行 293-005005-009。請連同報名表格一併遞交通知書副本，及分別填寫姓名，申報班別。請保留通知書正本，直到收到正式收據。留意本所需要確認銀行月結單後方可發出正式收據，需時較久。Bank Transfer: Deposit should be made to Hang Seng Bank 293-005005-009. Please return your "advice" copy together with your application form with your name and course enrolled written on both. Please keep the original copy of the advice until you receive an official receipt from us. Please note that it may take a while as CLC official receipt can only be issued after confirmation with monthly bank statement.

備註：學歷及專業課程的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 applying for Award-bearing Programmes & Professional Courses 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.

6. 退款 Refund

於課程額滿、取消或於特殊情況下並得到本所同意外，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 3943 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 3943 6727.

7. 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.

8. 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 / 銀行本票或信用卡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.

9. 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.

10. 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.

11. 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

12. 電腦口語水平評核 (COPA) Computerized Oral Proficiency Assessment

華語人士普通話高級課程及應試班的學生可以優惠價 HK\$500 報考本所設立的電腦口語水平評核，詳情 www.cuhk.edu.hk/clc/e_copa.htm

Students from the advanced course or examination course for Chinese dialect speakers can attend the COPA exam at a special price of HK\$500. Please check web site for details. www.cuhk.edu.hk/clc/e_copa.htm

13. 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.

14. 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).

15. 報名及辦事處 Enrolment and Office

沙田 Shatin	尖沙嘴教室 Tsim Sha Tsui “No postal collection 不接受郵遞”
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) 3943 6727 傳真號碼 Fax: (852) 2603 5004 辦公時間 週一至週五: 上午九時至下午五時半 Office hour Monday to Friday: 9am-5:30pm	地址: 尖沙嘴彌敦道 136A 尖沙嘴街坊福利會二樓 查詢時間: 星期一至五下午六時至九時, 公眾假期除外 Address: 2 nd Floor, Tsim Sha Tsui Kai Fong Welfare Association, No. 136A Nathan Road, Tsim Sha Tsui Enquiry: 6:00-9:00p.m., Monday to Friday (except public holiday)

(April 2016)

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: _____